

# Continuing Education and Economic Development

January-April 2012 Course Schedule



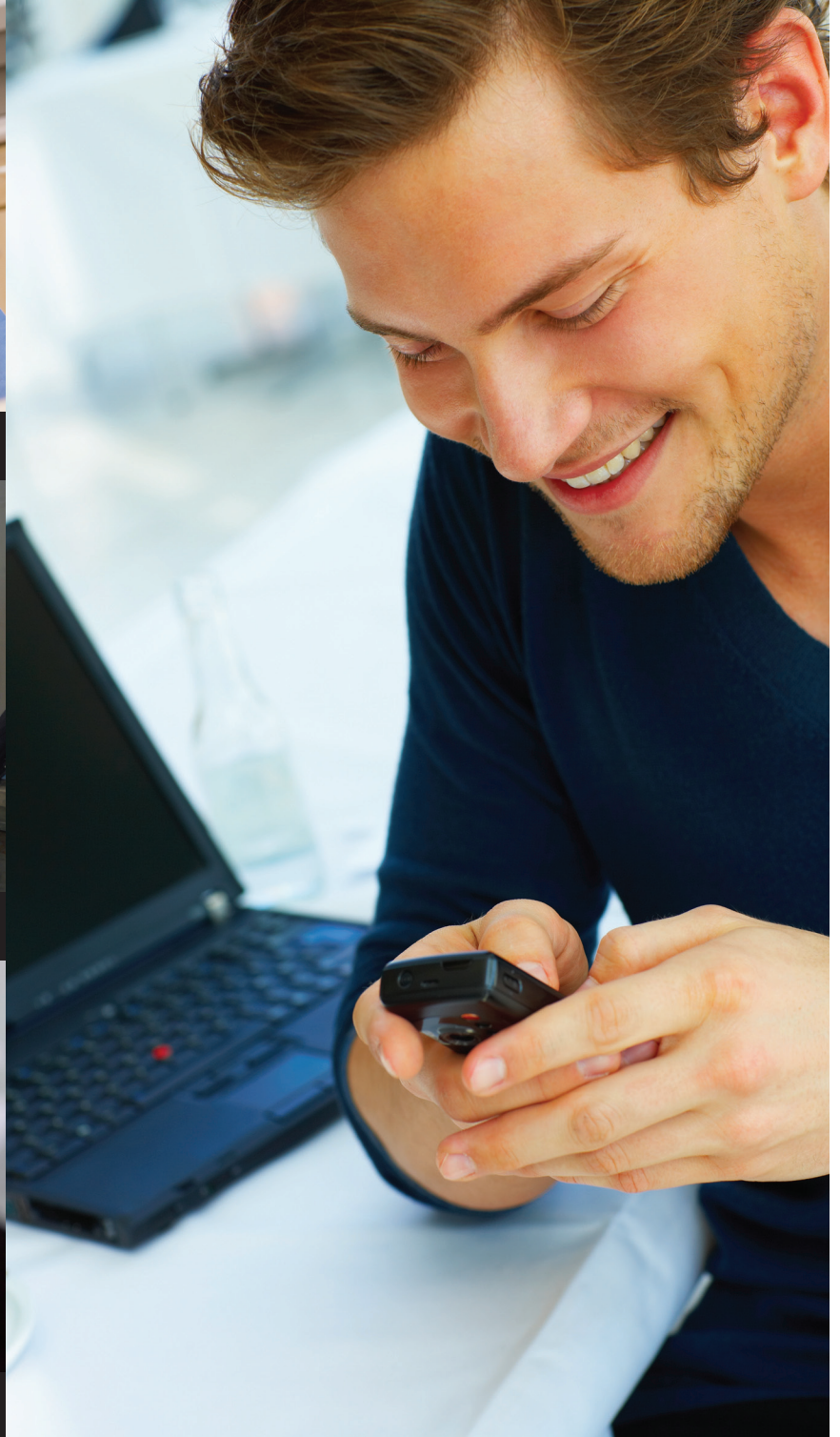
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[www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm)  
843.574.6022



  
TRIDENT TECHNICAL COLLEGE

## Continuing education is training for adults, regardless of education.

Continuing education can help you:

- | Develop or enhance skills for a career.
- | Keep current in your field.
- | Learn for the pleasure of personal enrichment.

You don't have to worry about transcripts, semesters or college admission – continuing education courses give you the freedom to learn what you want, when you want.

## New Courses for Spring

Check out these new courses that we've added to an already-impressive roster of professional development and personal enrichment offerings.

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### Information and Services

General Information ----- 843.574.6022  
Fax ----- 843.574.6470  
Registration Information ----- 843.574.6152  
Fax ----- 843.574.6310  
Online Information and to sign up for  
TTC mailing list ----- [www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm)  
Linda Fletcher, Online Course Help Desk ----- 843.574.6689  
To request a Course Schedule ----- 843.574.6022

### Registration Information

See page 4 for registration information. You have lots of options – online, phone, in person, mail or fax.

This course schedule does not constitute a contract between Trident Technical College and its students, applicants for admission or any person. TTC reserves the right to change, without notice, any fee, provision, offering or requirement in this course schedule.

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# Registration Information

Register now – courses fill quickly! Pre-registration is required for all courses.

## FIVE EASY WAYS TO REGISTER

*Fees must be paid in full at time of registration. We accept cash, check, American Express, Discover, VISA, MasterCard and purchase orders.*

- Online** Online registration is safe; your credit card information will be processed over our secure servers.
1. Visit [www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm) and choose Search for Courses from the left-hand navigation bar. You may search for courses using a keyword or the course code number, which can be found on the website and in the *Continuing Education Schedule*.
  2. To register, select the courses you want to take and click Submit.
  3. Unless you have already logged in, enter your name, address and other contact information on the Personal Identification screen and click Submit.
  4. When you have completed searching for courses, choose Register Now (check out) and select Payment Type. Enter credit card information on the Credit Card Entry screen.
- Phone** Call 843.574.6152. Registration hours are 8 a.m.-6 p.m., Monday-Thursday, and 8 a.m.-5 p.m. on Friday.
- Mail** Print our registration form from [www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm) and mail with full payment to Trident Technical College, P.O. Box 118067 CE-M, Charleston, SC 29423-8067.
- Fax** Print our registration form from [www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm) and fax to 843.574.6310. Payment must be made by credit/debit card.
- In Person** Come to the Complex for Economic Development/Continuing Education Center (Bldg. 910), Room 102, Main Campus, 2001 Mabeline Rd., North Charleston, to complete registration and make payment. Registration hours are 8 a.m.-6 p.m., Monday-Thursday, and 8 a.m.-5 p.m. Friday.

For more information and to register, call a member of our friendly registration and customer service staff at 843.574.6152.

Nakenya Fludd  
Kaye Friday



## BOOKROOM

Purchase your Continuing Education textbooks at the TTC Bookstore. Visit [bookstore.tridenttech.edu](http://bookstore.tridenttech.edu) or call 843.574.6120 for information.

## COURSE CHANGES AND DROPS

Email [ce.reg@tridenttech.edu](mailto:ce.reg@tridenttech.edu) or call the Registration office at 843.574.6152 before your course start date.

## REGISTRATION CONFIRMATION

Email [ce.reg@tridenttech.edu](mailto:ce.reg@tridenttech.edu) or call 843.574.6152. If a course is already full when your registration is received or if the course has been cancelled, we will notify you and a full refund will be processed.

## REFUND POLICY

Trident Technical College reserves the right to cancel courses because of insufficient enrollment or instructor availability, in which case you will receive a full refund. You will receive a full refund if you cancel five or more calendar days before the course begins, or you can transfer your course tuition to a colleague or associate. You will receive 75 percent of your registration fee if you cancel within four calendar days before the course starts. No-shows are responsible for the full course tuition. No refunds will be given after the course begins.

## AUXILIARY AIDS

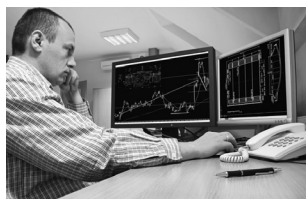
If you require any auxiliary aids, services or accommodations, please call 843.574.6131.

## Register Online – It's Quick and Easy

Visit [www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm) > Registration.

## Equal Opportunity Statement

Trident Technical College does not discriminate in admission or employment on the basis of race, gender, color, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, or gender identity. In compliance with Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Trident Technical College offers access and equal opportunity in its admission policies, academic programs and services and employment to individuals with disabilities. No otherwise qualified person will be denied access or opportunity on the basis of a disability. The college's ADA, Section and 504 (Rehabilitation Act) and Titles VII and IX (Civil Rights Act) student coordinator is Pamela Brown. Please contact her for information about alternate communication methods and other services for students with disabilities. The coordinator can be reached at 843.574.6246 or TTY 843.574.6351.



# Computer and Information Technology

Contact: Cindy McGuckin, 843.574.6707, [cynthia.mcguckin@tridenttech.edu](mailto:cynthia.mcguckin@tridenttech.edu)

## CATIA

### CATIA

This hands-on course introduces the fundamental concepts of CATIA. Learn how to create, constrain and add intelligent dimensions to sketches. Generative drafting is also covered, which allows you to generate 2-D

drawing views from a 3-D part. **No book required**

XDCC 527-501	2/4-12	SSu	9 a.m.-4 p.m.	\$3,500	M
XDCC 527-502	4/21-29	SSu	9 a.m.-4 p.m.	\$3,500	M

### Online CATIA V5 Simulation Training

Study CATIA online at your own pace in the comfort of your home or office. The curriculum is Web-based and includes video demonstrations and interactive lab exercises using the CATIA simulation program. You can enroll in and start a course at any time, plus you have access to the Web-based class materials for two years from the date of activation. If you are new to CATIA you may wish to enroll in the Online CATIA V5 Simulation Training course, which includes the first five courses for a savings of \$200!

XDWB 501	This course starts the day of registration.	\$1,750	I
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### CATIA V5 Assembly Design Advanced

Topics include managing the catalog browser; searching for and inserting parts from the catalog browser; learning how to use the assembly features toolbar; inserting existing products (sub-assemblies) into the product; learning how to use the constraint creation toolbar; and creating stored scenes for the purpose of filtering off parts and assemblies.

XDWB 502	This course starts the day of registration.	\$399	I
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### CATIA V5 Drafting Fundamentals

Gain an in-depth understanding of drafting in CATIA V5. This course covers drafting view creation; text; dimensions; GT&T; title block and border creation; the filtering of drawing assembly views; inserting a bill of materials; importing dimensions from Sketcher; and how to properly save and print new drawings, flatten out (unfold) a sheet metal part onto a drawing, and customize default values.

XDWB 503	This course starts the day of registration.	\$399	I
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### CATIA V5 Introduction to Surfacing

Equipping students with the basics of general surface and supporting wire frame construction is the goal of this course. Wire frame geometry consists of lines, circles, splines and points and is usually used in support of solids and surfaces. Surfaces are created primarily for use with solids but many times are used for defining contoured areas in space as stand-alone entities. Learn how to create extruded, loft, swept and revolution surfaces.

XDWB 504	This course starts the day of registration.	\$399	I
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### CATIA V5 Surfacing Operations

Surfaces are usually not complete unless operations are performed to finalize them. Operations include join, extrapolate, boundary, trim and split and are typically used to complete the finishing touches on surfaces that previously did not connect or that are to be used in the creation of solids. This course expands on your knowledge of surfaces by employing operations to create final surfaced products.

XDWB 505	This course starts the day of registration.	\$399	I
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## CATIA V5 Wireframe Fundamentals

This course provides a basic understanding of the skills needed to use CATIA V5 Wireframe. The basics of Wireframe (points, lines, planes, axis systems, splines, connect curves, and curve analysis within the wireframe and surface design workbench) are demonstrated and explained.

XDWB 506	This course starts the day of registration.	\$399	I
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## Digital Photography



### Meet your instructor

Christine DeCocker has been in the photography field most of her adult life. She is considered an expert in her field. Chris owns her own photography studio and loves teaching others how to become "picture perfect."

### Digital Photography Certificate

Obtain a certificate as a digital photographer by completing the following courses:

- | Digital Photography Demystified
- | Digital Photography Next Steps
- | Digital Photography for the Outdoor Enthusiast
- | Photoshop Introduction for Photographers
- | Photoshop Intermediate for Photographers

### Digital Photography Demystified

So you've got your digital camera (or you've had it for awhile). You've been taking pictures but are still baffled by all of those buttons! Learn the basics, plus file structure, resolution, printing, sharing and more. Please bring your camera, instruction book, transfer cables and up to 10 photos for sharing. **No book required**

XDCA 608-501	2/11	S	9 a.m.-4:30 p.m.	\$139	M
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### Digital Photography Next Steps

Make your photos say "wow!" Learn easy-to-apply techniques including framing the picture for good composition; adjusting for lighting conditions; and choosing appropriate resolution, compression and file-forms settings on your camera. Learn about camera features like focus lock, white-balance settings, exposure and shutter controls, flash options, burst mode, self-timer, and multi-shot mode. **No book required**

XDCA 609-501	3/3	S	9 a.m.-4:30 p.m.	\$139	M
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### Digital Photography for the Outdoor Enthusiast

Have a photo adventure in the park! Bring your camera and your best eye. Follow the light and see the detail of what you pass by every day without noticing. Call 843.574.6707 to see where the course will meet. **No book required**

XDCA 745-501	3/24	S	8-11 a.m.	\$129	M
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### Photoshop Introduction for Photographers

Create photos with flair! This course is designed for the graphic artist or photographer that wants to add and edit their photos using Photoshop. This course covers working with image files, fixing your images, working with selections and layering. Using the paint and drawing features to enhance your photos is also included. **Books included**

XDCA 780-501	3/12-21	MW	6-9:15 p.m.	\$299	M
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### Photoshop Intermediate for Photographers

Learn how to use masks to work on specific channels or areas of your images. Use automated tasks to automate processes involving more than one image. These processes can include things such as creating a Web gallery, stitching pictures into panoramas and creating PDF presentations, including slide shows. Color layering is also covered. **Books included**

XDCA 781-501	4/9-18	MW	6-9:15 p.m.	\$299	M
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## Engineering Graphic Design

### Engineering Design Certificate

Obtain a certificate in computer-aided design by completing the following courses:

- | Architectural Revit
- | AutoCAD Level 1 – Basic Drawing Techniques
- | AutoCAD in the Production Environment
- | Inventor
- | SolidWorks

### Architectural Revit

This hands-on class covers the essentials of Revit Architecture from schematic design through construction documentation. It introduces the concepts of building information modeling (BIM) and the tools for parametric building design. Learn how to add floors, walls, roofs, doors, windows and stairs. **Books included**

XDCD 531-501	4/16-5/2	MW	5:30-9:30 p.m.	\$599	M
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### AutoCAD 2012 Level 1 – Basic Drawing Techniques

Jump-start your engineering career with basic drawing commands and editing concepts. This course covers polar tracking; object properties; layers, colors, lineweights and linetypes; object snap modes; grip editing; crosshatching; the AutoCAD design center; and much more. *Prerequisite:*

<i>Working knowledge of Windows. Books included</i>					
XDCD 501-501	1/10-2/9	TTh	5:30-9:30 p.m.	\$749	M
XDCD 501-502	4/10-5/1	T	8 a.m.-5 p.m.	\$749	M

### AutoCAD 2012 in the Production Environment

Take your AutoCAD skills to the next level! Course topics include productivity tools; effective use of grips; enhanced tools for better layer management; object selection and grouping; working across drawings, fields and tables; advanced features of blocks; creating attributes and dynamic blocks; and more. **Books included**

XDCD 528-501	2/16-3/13	TTh	5:30-9:30 p.m.	\$699	M
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### Inventor

This course introduces parametric 3-D modeling using Inventor by Autodesk. Topics include getting acquainted with Inventor, part modeling techniques, working with sketches, creating features, using work features and adding placed features to parts. Also covered are creating loft, sweep and split features, creating part drawings and assembly models, working with adaptive drawings and managing model data. While prior knowledge of working with 3-D is helpful, it is not required. **Books included**

XDCD 513-501	3/20-4/19	TTh	5:30-9:30 p.m.	\$749	M
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### SolidWorks **NEW!**

Increase your AutoCAD knowledge and skills by learning SolidWorks parametric modeling software. This course includes comprehensive coverage of beginning to intermediate tools and techniques using SolidWorks. It covers the creation of parts, assemblies and drawings utilizing proper modeling practices to achieve design intent. **Books included**

XDCD 533-501	1/18-2/27	MW	5:30-9:30 p.m.	\$999	M
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## E-mail Mailing List

Sign up for our Continuing Education mailing list at [www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm).

## Graphic Design

### Graphic Artist Certificate

Obtain a certificate as a graphic artist by completing the following courses:

- |                          |                              |
|--------------------------|------------------------------|
| Flash Introduction       | Photoshop Introduction       |
| Flash Intermediate       | Photoshop Intermediate       |
| Illustrator Introduction | Photoshop: The Secret behind |
| Illustrator Intermediate | Masks                        |
| InDesign Introduction    | Dynamic Vector Design        |
| InDesign Intermediate    |                              |

### Dynamic Vector Design

Learn how Adobe Flash and Illustrator can be used together to create dynamic, visually interesting and complex pieces of vector art. Upon completion of this course, you will be able to design vector art quickly and save it in the most common vector formats. A basic knowledge of Illustrator is needed; Flash experience is not required but would be helpful. **No book required**

XDCA 778-501	4/23-5/2	MW	6-9:15 p.m.	\$299	M
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### Flash Introduction

Wow your audience with vibrant, dynamic Web pages that integrate sound, animation and video. This course covers how to produce efficient and high-quality animations for your graphics and Web pages and export Flash movies to websites. **Books included**

XDCA 535-501	3/13-22	TTh	6-9:15 p.m.	\$299	M
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### Flash Advanced

Take your knowledge of Flash to a whole new level. Learn how to plan and design a Flash project while creating design patterns, insert movie clips, and organize movie assets and buttons. Work with Inverse Kinematics to create advanced animations, add motion to objects and apply 3-D transformations to objects. *Prerequisite: Flash Introduction. Books included*

XDCA 766-501	3/27-4/5	TTh	6-9:15 p.m.	\$299	M
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### Illustrator Introduction

This hands-on course introduces the basics of Adobe Illustrator, a sophisticated graphics program capable of creating complex and attractive illustrations and type effects. Learn many of the basic skills that allow you to take advantage of Illustrator's powerful tools. **Books included**

XDCA 541-501	1/24-2/2	TTh	6-9:15 p.m.	\$299	M
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### Illustrator Intermediate

Gain a better understanding of printing documents without errors or color mismatches as well as preparing illustrations for the Web. Learn to create complex, robust illustrations that go beyond those you could create using Illustrator's basic tools. *Prerequisite: Illustrator Introduction. Books included*

XDCA 606-501	2/28-3/8	TTh	6-9:15 p.m.	\$299	M
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## Photoshop Introduction

This hands-on course introduces Photoshop and covers palettes and layers; painting and editing; paths, masks and channels; and color correction.

### Books included

XDCA 539-501	1/21	S	9 a.m.-4:30 p.m.	\$299	M
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## Photoshop Intermediate

Extend your basic knowledge of Photoshop. This course covers advanced layer techniques, special effects, combining Illustrator graphics with Photoshop, preparing images for Web publication and two-color printing, and ensuring and printing accurate color. **Books included**

XDCA 503-501	2/11-18	S	9 a.m.-4:30 p.m.	\$299	M
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## Photoshop: The Secret behind Masks

Masks are the secret for all great Photoshop artists. With this one technique, you can unlock the potential to create any vision your mind can conceive. Learn alpha channels, how masks work, why masks are so important, and tricks and tips to make powerful images using masks as a basis. *Prerequisites: Photoshop Introduction is required; Photoshop Intermediate is suggested.* **No book required**

XDCA 779-501	3/10-17	S	9 a.m.-4:30 p.m.	\$299	M
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## Publisher

Use Microsoft Publisher to create great brochures, business cards, newsletters and flyers. This course covers how to design, create and edit publications that can be printed or used on the Web. **Books included**

XDCA 724-501	2/14	T	9 a.m.-4:30 p.m.	\$139	M
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## Information Technology Certifications/Security

### A+ CERTIFICATION



A+ Certification, a testing program sponsored by the Computing Technology Industry Association (CompTIA), certifies the competency of computer service technicians. Major computer hardware and software vendors, distributors, resellers and publications back the program. To become certified, you must pass two tests: A+ Essentials and A+ Practical Application. A+ exams are available at TTC's

Prometric Testing Center. Call 1.800.77.MICRO to register. *Prerequisite: Mastery of Windows.*

### A+ Essentials

Gain a thorough understanding of the skills required for the A+ Hardware Systems exams. Topics include diagnosing, upgrading, troubleshooting and repairing microcomputer hardware. This course covers part of the mandatory testing for the A+ certification. Students should take both A+ Essentials and one of the electives before taking the A+ certification examinations. **Books included**

XDCC 603-501	1/9-2/22	MW	6-10 p.m.	\$1,299	M
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### A+ Practical Application

The A+ Practical Application course is an extension of the knowledge and skills identified in A+ Essentials, with more of a hands-on orientation focused on scenarios in which troubleshooting and tools must be applied to resolve problems. This course covers skills essential to competency in areas such as installation, preventative maintenance, networking, security and troubleshooting. *Prerequisite: A+ Essentials.* **Books included**

XDCC 613-501	2/27-4/4	MW	6-10 p.m.	\$1,299	M
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**See Online Offerings on page 20 for more Computer and Information Technology courses.**



### Meet your instructor

Jeff Kirkland has been an IT instructor with Trident Technical College's Division of Continuing Education and Economic Development for more than 10 years. He holds certifications in A+ and Network+.

## CISCO CERTIFICATION

### Interconnecting Cisco Networking Devices – Part 1

This course presents important networking fundamentals using Open Systems Interconnecting (OSI) seven-layer model concepts. Terminology and technologies are explained and illustrated using text and graphics animation. This course prepares you for the 640-822 intro examination. **Books included**

XDCC 589-501	2/21-3/22	TTh	6-10 p.m.	\$1,499	M
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### Interconnecting Cisco Networking Devices – Part 2

This course focuses on using Cisco Catalyst switches and routers connected in local area networks (LANs) and wide area networks (WANs) typically found at small- to medium-sized network sites. Upon completion of this course, you are able to select, connect, configure and troubleshoot various Cisco networking devices. This course prepares you to take the Cisco 640-816 certification examination. *Recommended: Cisco Network Technologies Introduction.* **Books included**

XDCC 590-501	3/27-4/26	TTh	6-10 p.m.	\$1,499	M
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## NETWORK+ CERTIFICATION

### Networking+ Certification

This course covers network fundamentals, building a network with OSI, hardware concepts, Ethernet basics, modern Ethernet, non-Ethernet networks, network interface cards, structured cabling, protocols, TCP/IP and network operating systems. **Books included**

XDCC 559-501	4/9-5/9	MW	6-10 p.m.	\$1,299	M
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## SECURITY+ CERTIFICATION

### Security+ Certification

Prepare for the CompTIA Security+ certification exam. This course covers industry-wide topics including communication security, infrastructure security, cryptography, access control, authentication, external attack, and operational and organization security.

XDCC 579-501	1/10-2/9	TTh	6-10 p.m.	\$1,499	M
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**Interested in ISSEP (ISC2) and CISSP certifications?**  
TTC can set up a course for your business with flexible dates and times. Call 843.574.6707 for more information.

## Mac

### Mac OSX Operating System/ Hardware Basics

This is an instructor-led, private class in a quiet, non-distracting environment specifically on the Mac operating system (OS) and some of its hardware. Learn how to navigate; key shortcuts; and finding, saving, storing and backing up files, among other topics. If you have a Mac, please bring it to class. TTC will not be able to furnish Macs for students. The instructor will have Mac OS projected for class viewing. **No Mac OS experience required**

XDCA 782-501	2/18	S	8:30 a.m.-4:30 p.m.	\$139	M
XDCA 782-502	4/28	S	8:30 a.m.-4:30 p.m.	\$139	M

## Software Applications

### Introduction to Computers

Harness the power of your personal computer. Basic computer concepts are covered: using the keyboard; hardware, software and operating system concepts; how a computer works; storing files; and using the mouse. **No book required**

XDCA 672-501	1/28	S	9 a.m.-4:30 p.m.	\$139	M
XDCA 672-502	3/17	S	9 a.m.-4:30 p.m.	\$139	M

## FINANCIAL SOFTWARE

### QuickBooks Level 1

Are your financial books in order? QuickBooks can help. Get your company chart of accounts set up; reconcile your checking account; create and print invoices, receipts and statements; track your payables, inventory and receivables; create estimates; and generate reports. **Books included**

XDCA 550-501	1/9-11	MW	6-9:30 p.m.	\$139	M
XDCA 550-502	2/25	S	8:30 a.m.-4:30 p.m.	\$139	M
XDCA 550-503	4/25	W	8:30 a.m.-4:30 p.m.	\$139	M

### QuickBooks Level 2

This course covers customizing forms; creating reports and graphs; tracking and paying sales tax; doing payroll with QuickBooks; and estimating, time tracking and job costing. **Books included**

XDCA 575-501	3/3	S	9 a.m.-4:30 p.m.	\$139	M
XDCA 575-502	4/10-12	TTh	6-9 p.m.	\$139	M

## MICROSOFT OFFICE

Microsoft Office courses are for Office 2010. They are listed in recommended order of completion. If you are interested in an Office 2007 course, we would be more than happy to set one up for your organization.

### Microsoft Office Certificate

Become an expert in Microsoft Office. Master Word, Excel, PowerPoint and Access. These courses provide you with step-by-step, easy-to-understand instructions. Get the tools you need to succeed.

Word Basics	PowerPoint Level 1
Word Formatting	PowerPoint Level 2
Excel Basics	Access Basics
Excel Charts and Pivot Tables	Access Queries
Excel Formatting	Access Tables
Excel Simple Formulas	Access Forms and Reports



### Meet your instructor

Cindy McGuckin has been a computer consultant and trainer since 1999. She teaches a variety of software application courses, including Microsoft Word, Excel, PowerPoint, Publisher, Access, Outlook, ACT! and QuickBooks. She also manages the computer courses for the Division of Continuing Education and Economic Development, and was named Instructor of the Year by the Association for Continuing Education

in 2005. If she can help with any of your training needs, give her a call at 843.574.6707.

### Access Basics

This course introduces four basic objects needed to create and operate a simple business database system. Tables and their relationships are introduced as well as queries, forms and reports. No prior knowledge of Access is necessary, but database experience is helpful. **Books included**

XDCA 714-501	2/29	W	6-9 p.m.	\$74	M
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### Access Tables

This course introduces the concept of the tables feature in Access. Topics include creating and editing tables and advanced table concepts. *Prerequisite:*

*Access Basics. Books included*

XDCA 715-501	3/13	T	6-9 p.m.	\$74	M
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### Access Queries

Learn how to create, edit and work with advanced query features.

*Prerequisites: Access Basics and Tables. Books included*

XDCA 716-501	4/3	T	6-9 p.m.	\$74	M
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### Access Forms and Reports

Learn to create and edit forms and reports and to use advanced features of Access. *Prerequisites: Access Basics, Tables and Queries. Books included*

XDCA 717-501	4/24	T	6-9 p.m.	\$74	M
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### Excel Basics

This course introduces the essential tools necessary to create basic business worksheets that use simple calculations and print on a single piece of paper. Topics include mechanics, essential commands and features, basic data entry, range names, split windows, and freeze panes. **Books included**

XDCA 707-501	1/25	W	9 a.m.-noon	\$74	M
XDCA 707-502	3/27	T	6-9 p.m.	\$74	M

### Excel Formatting and Charts

Construct a basic spreadsheet and learn how to create numeric, label and date formats; insert and delete rows and columns; change column or row width; sort larger workbooks; and filter. Other topics include copying and pasting tips and tricks. *Prerequisite: Excel Basics. Books included*

XDCA 708-501	2/15	W	9 a.m.-noon	\$74	M
XDCA 708-502	4/10	T	6-9 p.m.	\$74	M

### Excel Simple Formulas

Learn to create basic formulas and use more advanced functions such as date, mathematical, financial, logical, IF, and data list and unusual uses for formulas and functions. Emphasis is placed on designing formulas to be linked and copied, and linking cells to other workbook pages and files.

*Prerequisites: Excel Basics and Formatting. Books included*

XDCA 710-501	3/21	W	8:30 a.m.-noon	\$74	M
XDCA 710-502	4/24	T	6-9:30 p.m.	\$74	M

### Excel Level 1

Need to learn Excel faster? This course is a combination of Excel Basics and Excel Formatting. Learn how to create basic worksheets within an Excel workbook and edit and format larger workbooks to enhance data. Simple formulas, cut, copy, paste, ranges, page setup and printing options are covered. **Books included**

XDCA 770-501	2/15	W	9 a.m.-4:30 p.m.	\$139	M
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### Excel Level 2

Take your Excel skills to the next level with this course. It includes topics covered in Excel Formatting and Charts and Simple Formulas. Learn how to work with tables, sort and filter options, link worksheets and workbooks, and more advanced formula creation. **Books included**

XDCA 771-501	2/29	W	9 a.m.-4:30 p.m.	\$139	M
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### PowerPoint Level 1

Topics include creating a PowerPoint presentation or manipulating an existing presentation, formatting text slides, adding tables, charting data, modifying objects on slides, adding images and preparing to deliver a presentation. **Books included**

XDCA 712-501	2/22	W	9 a.m.-4:30 p.m.	\$139	M
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### PowerPoint Level 2

Learn to enhance presentations with features that transform a basic presentation into a more powerful means of communication. Use features that animate and format presentations with professional quality to communicate with a wide variety of live, remote and self-service audiences. **Books included**

XDCA 713-501	3/14	W	9 a.m.-4:30 p.m.	\$139	M
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**Publisher**

See page 7 for more information.

**QuickBooks**

See page 8 for more information.

**Word Basics**

This course introduces the essential tools necessary to create basic business documents. Topics include screen parts; shortcuts and automatic features of Word; essential commands and features; basic data entry; saving files; cut, copy and paste; spell check and more. **Books included**  
 XDCA 719-501 1/23 M 6-9 p.m. \$74 M

**Word Formatting**

Take Microsoft Word a step farther than just the basics. Learn formatting techniques, margins, page breaks, headers and footers, character formatting with font properties, paragraph formatting, bullets and numbering, and simple tables. *Prerequisite: Word Basics.* **Books included**  
 XDCA 705-501 2/8 W 6-9 p.m. \$74 M

**Word Forms and Mail Merges**

In this mail merge introduction, topics include creating forms and form letters with data source files, using tables for names and addresses, merging names with the form, creating mailing labels and envelopes, merging to reports and conditional merges. *Prerequisites: Word Basics and Word Formatting.* **Books included**  
 XDCA 706-501 2/21 T 6-9 p.m. \$74 M

**Word Level 1**

Learn how to create basic Word documents with this course that combines Word Basics and Word Formatting. Topics include the essential commands like saving files; cut, copy and paste; spell check; printing; and page setup options. **Books included**  
 XDCA 768-501 1/18 W 9 a.m.-4:30 p.m. \$139 M

**Word Level 2**

This course emphasizes the more advanced features of Word. Learn how to work with bullets and numbers, indents and tabs, character and paragraph formatting, and borders and shading as well as simple tables. **Books included**  
 XDCA 769-501 2/1 W 9 a.m.-4:30 p.m. \$139 M

**Computer Courses at Sites**

For courses offered at one of our convenient sites, see page 30.

**Web Design****Web Design Certificate**

Obtain a certificate as a Web designer by completing the following courses:

Dreamweaver Introduction	Web Design Basics
Dreamweaver Intermediate	Web Design Intermediate
Dreamweaver Advanced	Web Design Advanced

**Dreamweaver Introduction**

Learn to use one of the most popular Web design tools to build attractive, dynamic Web pages. Apply special features of the software to enhance pages, and learn efficient file management for websites and techniques of FTP and remote server interaction. **Books included**  
 XDCA 506-501 1/23-2/1 MW 6-9:15 p.m. \$299 M

**Dreamweaver Intermediate**

This course introduces advanced concepts of the Dreamweaver Web development application. Work with advanced website creation features available in Dreamweaver, including libraries and behaviors. Use new features available within the HTML 4 standard, including style sheets and layers. *Prerequisite: Dreamweaver Introduction or equivalent knowledge.*

**Books included**  
 XDCA 647-501 2/22-3/5 MW 6-9:15 p.m. \$299 M

**Dreamweaver Advanced**

This course focuses on utilizing Cascading Style Sheets in Dreamweaver to build a variety of Web page layouts that are accessible, user-friendly, standards-compliant and search-engine friendly. Advanced Dreamweaver template features, such as optional regions for building navigation bars, are also covered. *Prerequisite: Dreamweaver Introduction and Dreamweaver Intermediate or equivalent knowledge.* **Books included**  
 XDCA 740-501 3/26-4/4 MW 6-9:15 p.m. \$299 M

**Web Design Basics**

Produce an entire website by learning how Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS) are written. This course provides a good foundation on the use of HTML tags and CSS and their relationship to the visual layout of Web pages in the browser window. No previous coding experience is required; however, a basic understanding of file management is helpful. **Books included**  
 XDCA 530-501 1/9-18 MW 6-9:15 p.m. \$299 M

**Web Design Intermediate**

Building on a basic understanding of HTML, create a multi-level website and learn the concepts of producing a site, no matter how complex, that is easy to use. Create efficient HTML templates that can be reused and modified as a means of reducing costs. *Prerequisites: Basic HTML coding experience and a good understanding of file management.* **Books included**  
 XDCA 504-501 2/6-15 MW 6-9:15 p.m. \$299 M

**Web Design Advanced**

Cascading Style Sheets (CSS) allow Web page designers the ability to separate content from layout. This course begins with the basics of creating and using styles. Those initial concepts are then built upon to illustrate how powerful styles can be. *Prerequisites: Basic HTML coding experience and a good understanding of file management.* **Books included**  
 XDCA 505-501 4/17-26 TTh 6-9:15 p.m. \$299 M

**Windows****Windows 7**

This much-anticipated upgrade from Vista is the easiest, fastest and most engaging version of Windows yet. This course is hands-on. If you have Windows 7 already loaded on your own laptop, feel free to bring it with you.

**No book required**  
 XDCA 744-501 2/4 S 8 a.m.-5 p.m. \$139 M

**For Mac course, see page 7.**

**Gift Certificates**

Give the gift of learning. Gift certificates for continuing education courses make a perfect present any time of the year. Call 843.574.6152 or e-mail [ce.reg@tridenttech.edu](mailto:ce.reg@tridenttech.edu).

## Construction and Trades



The following courses, which are listed in recommended order of completion, are offered at Main Campus. For courses offered at one of our convenient sites, including electrical, facilities maintenance technician, plumbing, small-appliance repair and small-engine mechanic, see page 30.

### Heating, Ventilation and Air Conditioning

Contact: Tim Fulford, 843.574.6177, [tim.fulford@tridenttech.edu](mailto:tim.fulford@tridenttech.edu)

#### Basic HVAC Maintenance

This 40-hour course covers the performance of scheduled preventive maintenance on residential air conditioning and electric heating equipment, which includes cleaning, servicing and operational checkout. Learn the basic functions, refrigeration cycle, and operation and testing of electrical controls.

##### Books not included

XGSB 602-504	1/10-2/9	TTh	8 a.m.-noon	\$400	M
XGSB 602-501	1/14-3/17	S	8 a.m.-noon	\$400	M
XGSB 602-505	2/21-3/22	TTh	8 a.m.-noon	\$400	M
XGSB 602-506	4/3-5/3	TTh	8 a.m.-noon	\$400	M
XGSB 602-503	4/7-6/9	S	8 a.m.-noon	\$400	M

#### Advanced HVAC Maintenance

This course expands upon the topics covered in the Basic HVAC Maintenance course. The 40-hour course is held in Bldg. 800/Rm. 802 at TTC's Main Campus in North Charleston. *Prerequisite: Basic HVAC Maintenance or instructor approval required prior to registering.* **Book same as**

##### Basic HVAC

XGSB 603-501	1/14-3/17	S	8 a.m.-noon	\$450	M
XGSB 603-503	2/21-3/22	TTh	8 a.m.-noon	\$450	M
XGSB 603-504	4/3-5/3	TTh	8 a.m.-noon	\$450	M
XGSB 603-502	4/7-6/9	S	8 a.m.-noon	\$450	M

#### HVAC Troubleshooting Course

Learn techniques and procedures in troubleshooting and making repairs in residential air conditioning and electric heating equipment. This 40-hour course covers the use of electric meters and pressure gauges in determining proper operation and charging of the system. *Prerequisite: Basic HVAC Maintenance or instructor approval required prior to registering.* **Book same as**

##### Basic HVAC

XGSB 604-501	1/10-2/9	TTh	8 a.m.-noon	\$450	M
XGSB 604-502	4/7-6/9	S	8 a.m.-noon	\$450	M

#### EPA HVAC Refrigerant Certification Exam Prep and Exam

This nine-hour course prepares you for the EPA certification exam for refrigerant handling and recovery for stationary equipment. The EPA exam is given at the final course meeting and costs an additional \$25, which must be paid separately by check, payable to the N.C. Refrigeration Board. Call 843.574.6778 for more information. **Books included**

XGSB 607-501	1/10-17	TTh	6-9 p.m.	\$175	M
XGSB 607-502	3/6-13	TTh	6-9 p.m.	\$175	M

#### Gas Heat and Heat Pump Maintenance

Learn the theory of gas and combustion systems, natural and LP gas, gas piping and venting, gas burning equipment, troubleshooting and safety procedures. The refrigeration cycle, four-way valve proper operation and repair, operation and servicing of electrical controls and troubleshooting procedures are also covered. *Prerequisite: HVAC Troubleshooting Course or instructor approval.*

XPOB 666-501	1/14-3/17	S	8 a.m.-noon	\$450	M
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## Green Business and Sustainability



Contact: Tim Fulford, 843.574.6177, [tim.fulford@tridenttech.edu](mailto:tim.fulford@tridenttech.edu)



Trident Technical College offers continuing education courses leading to careers in green building, energy analysis and renewable

energy. The college is one of seven Energy Efficiency Training Centers in South Carolina to deliver residential and commercial energy analysis courses, national certification exam prep courses and solar PV training.

### Energy Auditing

#### BPI Building Analyst

Get the knowledge you need to become a nationally certified BPI Building Analyst. This Building Performance Institute-accredited course for the S.C. Weatherization Program covers the fundamentals of building science; measurement and verification of building performance; BPI standards and project specs; building analysis; and professional ethics, conduct and communication. Course notes provided. **Book not included**

XGSB 648-503	2/13-17	MTWThF	8:30 a.m.-4:30 p.m.	\$1,650	M
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#### BPI Envelope Professional

Become a certified BPI Envelope Professional. Topics include intermediate building science; envelope systems and their interaction; knowledge and application of measurement and verification of building performance; intermediate BPI standards and project specs; optimizing building envelopes; and professional ethics, conduct and communication. Accredited by the Building Performance Institute. Course notes provided.

##### Book not included

XGSB 649-502	3/26-30	MTWThF	8:30 a.m.-4:30 p.m.	\$1,650	M
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### Energy Efficiency

#### Reducing Energy Use and Cost

Explore the options available to Lowcountry homeowners to significantly reduce energy usage and its costs in our hot, humid climate. The course introduces home weatherization techniques, lighting, appliances, water heating and more. The instructor is a building performance building analyst, envelope professional and a South Carolina-accredited commercial energy manager.

XGSB 660-503	4/18	W	6-8 p.m.	\$19	M
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### Green Building

#### Building Science

Learn the fundamentals of building science and the impact that air, heat and moisture have on building energy cost. Topics include top energy wasters, power and energy calculations, heat loss calculations and ventilation requirements. Calculator required. Course notes provided. **Book not included**

XGSB 647-503	1/25	W	8:30 a.m.-4 p.m.	\$149	M
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#### Green Online Courses

See page 20 for online course information.

## LEED Green Associate Exam Prep

Prepare for the LEED (Leadership in Energy and Environmental Design) Green Associate exam. The course covers the U.S. Green Building Council (USGBC) guidelines, sustainable sites, energy and the atmosphere, water efficiency, materials and resources, and indoor environmental quality. In addition, practice exam questions are provided.

XGSB 673-502 3/22 Th 8 a.m.-noon \$69 M

## Solar

### Solar PV

This course introduces the installation of solar photovoltaic systems. Topics include the history of solar, system types, basic electricity, disconnect and grounding.

XGSB 661-504 3/16-31 FS 9 a.m.-4 p.m. \$599 M

### Solar Water Heating

Learn the fundamentals of installing code-compliant solar hot water systems. The concepts of solar weather heating, safety and installation of solar water heating systems are covered.

XGSB 662-504 3/17-24 S 1-5 p.m. \$399 M

## Health Care



### Essential Functions

For a list of essential functions required for continuing education health care students, visit [www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm). You must be able to perform each of the functions specific to your course of study or with reasonable accommodations be able to demonstrate ability to become proficient in these essential functions. If you have any questions, contact a counselor for students with disabilities at 843.574.6131.

## Cardiopulmonary Resuscitation (CPR)

Contact: Gary Milunas, 843.574.6687, [gary.milunas@tridenttech.edu](mailto:gary.milunas@tridenttech.edu)

### BLS Healthcare Provider Course

This eight-hour American Heart Association Basic Life Support Healthcare Provider Course teaches the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device and oxygen); use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction (FBAO). **Books and face mask not included**

XPHW 509-501	1/23-25	MW	6-10 p.m.	\$50	M
XPHW 509-502	2/27-29	MW	6-10 p.m.	\$50	M
XPHW 509-503	3/26-28	MW	6-10 p.m.	\$50	M
XPHW 509-504	4/23-25	MW	6-10 p.m.	\$50	M

## Dialysis Technician **NEW!**

### Career Description

Dialysis technicians, also called hemodialysis technicians, work to cleanse the kidneys and blood of impurities for those experiencing acute or chronic renal failure. Dialysis is a procedure that is a substitute for many normal duties of the kidneys. Dialysis can allow individuals to live productive and useful lives, even though their kidneys no longer function adequately.

## Dialysis Technician Training Program

The Dialysis Training Program is a blended course consisting of classroom, Internet and internship instruction. It combines 117 hours of theory and 408 hours of clinical training, for a total of 525 hours of instruction. To enter the Dialysis Technician Program, students must be 18 years old and possess a high school diploma or GED and CPR Healthcare Provider certification. Students complete subjects in the following areas of study along with a four-month internship where they perform 408 clock hours of dialysis training on patients under the supervision of a registered nurse, site coordinator or certified dialysis technician. (Class size is limited.)

- | Professionalism in Health Care
- | Medical Terminology/Anatomy and Physiology
- | Principles of Dialysis
- | Dialysis Procedures and Documentation
- | Possible Complications of Dialysis
- | Water Treatment and Dialysate Preparation
- | Vital Signs/Triage
- | Infection Control/Safety/HIPAA

*Note: Upon start of externship, all students are required to show proof of intradermal TB skin test, major medical insurance, CPR certification, MMR proof, SLED check and drug screen. Prior phlebotomy training is highly recommended.*

### Approval

Graduates of this course may be eligible to take the Certified Clinical Hemodialysis Technician (CCHT) examination offered by the Nephrology Nursing Certification Commission (NNCC).

## Dialysis Technician Training Program

**Books not included**

XPHY 600-501 2/6-7/25 MW 5-9 p.m. \$1,985 M

## Emergency Medical Technician (EMT)

Contact: Gary Milunas, 843.574.6687, [gary.milunas@tridenttech.edu](mailto:gary.milunas@tridenttech.edu)



### Career Description

Emergency medical technicians provide emergency care to the critically injured at an emergency scene and/or enroute to a medical facility. EMTs and paramedics determine the nature and extent of the patient's condition while trying to ascertain whether the patient has pre-existing medical problems. Following strict rules and guidelines, they give appropriate emergency care and, when necessary, transport the patient.

## Emergency Medical Technician (EMT) Training Program

TTC's EMT basic training program is 143 hours and takes approximately four months to complete on a part-time basis. South Carolina follows the current U.S. Department of Transportation/National Highway Traffic Safety Administration (NHTSA) curriculum for EMT Basic. In addition to the 110-hour curriculum, additional hours are included in advanced airway (12 hours), CPR (8 hours), infection control, hazardous materials, pneumatic anti-shock garments, IV maintenance (9 hours), and weapons of mass destruction (4 hours).

### Requirements

To enroll, you must be at least 18 years old before course completion; be a high school graduate or possess a high school equivalency (GED); be physically fit and able to perform all the tasks required of an EMT; and complete prescreening requirement in reading comprehension and math using the standardized COMPASS test offered through Trident Technical College's Testing Center in the Student Center (Bldg. 410). A score of 36 must be achieved to enter the EMT Basic course.



## Approval

TTC's Emergency Medical Technician training courses are regulated by the S.C. Emergency Medical Services Department of the Division of Health and Environmental Control. Graduates of the courses are eligible to take the National Registry Examination.

### Emergency Medical Technician (Basic)

This course is required for individuals who wish to become an emergency medical technician in South Carolina. All coursework is approved by the Emergency Medical Services Division of the South Carolina Department of Health and Environmental Control. **Books not included**

XPHE 501-502	1/26-7/12	Th	9 a.m.-5 p.m.	\$1,100	M
XPHE 501-503	2/7-7/31	TTh	6-10 p.m.	\$1,100	O*
XPHE 501-505	3/26-9/24	MW	6-10 p.m.	\$1,100	M

\*Note: Section 503 is offered at Berkeley County Rescue. Section 504 is offered at the Dorchester County QuickJobs Training Center (see page 30).

### Emergency Medical Technician (Basic) Internet-Based with Lab

This course covers the same material as the classroom-based EMT basic course yet utilizes Internet technology for some instruction. You complete weekly Internet-based assignments and attend one evening lab session for four months. Successful completion of the EMT training program qualifies you to take the National Registry Examination. **Books not included**

XPHE 501-501	1/20-7/6	F	8 a.m.-noon	\$1,100	M
XPHE 501-506	4/4-10/17	W	6-10 p.m.	\$1,100	M

### EMT Refresher

This course satisfies state requirements for recertification as an emergency medical technician. It includes 24 core hours and 48 hours of CEUs, which meet new vocational requirements. It updates your knowledge and practical skills and qualifies you for the recertification licensing exam.

**Books not included**

XPHR 502-501	1/12-3/15	Th	8 a.m.-5 p.m.	\$455	M
XPHR 502-502	4/5-6/7	Th	8 a.m.-5 p.m.	\$455	M

### EMT Paramedic Associate Degree

Trident Technical College currently offers a paramedic associate degree program. For more information, call Ted Lee at 843.722.5533.

## Limited Radiographer (X-ray)

Contact: Gary Milunas, 843.574.6687, gary.milunas@tridenttech.edu

### Career Description

Limited radiographers provide health care services, applying X-ray energy for diagnostic purposes; performing limited radiographic procedures as authorized by state law; producing images for interpretation by or at the request of a licensed practitioner; approaching patients and maintaining a demeanor complementary to medical ethics; and providing patient care essential to the performance of these procedures.

### Limited Radiographer (X-ray) Training Program

The Limited Radiographer (X-ray) Training Program teaches individuals to perform limited radiographic procedures in ambulatory health care settings as authorized by state law. By combining instructor-led Internet training, classroom labs and an extensive clinical externship at local health care facilities, students learn to perform X-ray procedures over a 12-month period by taking courses in radiographic exposure/equipment and general positioning techniques. Graduates of the program are eligible for board certification. Tuition covers badge fees associated with externship. **Books not included**

To enter the Limited Radiographer general program, students must be 18 years old and possess a high school diploma or GED and CPR Healthcare Provider certification. Students complete subjects in the following areas of study along with a six-month externship where they perform 420 clock hours of X-rays on patients under the supervision of a site coordinator. *Note: Upon start of externship, all students are required to show proof of intradermal TB skin test and major medical insurance. A SLED check and drug urine screen are required prior to entering externship.*

- I Fundamentals of Anatomy and Physiology
- I Radiographic Exposure
- I General Positioning

### Approval

The Division of Continuing Education and Economic Development's Limited Radiographer (X-ray) general program is approved by the S.C. Radiation Quality Standards Association (SCRQA). Graduates of the program are eligible to take the state examination.

XPHX 518-501 Fall 2013

\$2,695 I

## Medical Administrative Assistant

Contact: Gary Milunas, 843.574.6687, gary.milunas@tridenttech.edu

### Career Description

Medical administrative assistants hold administrative or clerical positions in a health care setting. They answer telephones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence and schedule appointments. They work in physician offices, hospitals, nursing homes, insurance companies and medical manufacturers.

### Medical Administrative Assistant Training Program

TTC's Medical Administrative Assistant Training Program is for individuals considering employment in a health care setting or those who presently work in the field and want formal training. Emphasis is placed on interpersonal communication, familiarization with administrative duties and skill development in administrative functions. All students are required to have Internet access outside of the college as training includes online coursework every week, which is expected to be conducted outside the hours spent in the classroom. Cost of training includes tuition only. *A SLED check and drug urine screen are required prior to entering externship.*

### Approval

Students who successfully complete the training program are eligible to sit for the Medical Office Assistant examination given by the National Center for Competency Testing (NCCT).

### Medical Administrative Assistant Training Program – Classroom

**Books not included**

XPHA 570-501	2/29-7/20	WF	8:30 a.m.-1 p.m.	\$1,800	M
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### Medical Administrative Assistant Training Program – Online **NEW!**

TTC's Online Medical Administrative Assistant Training Program provides the same curriculum as our traditional program with the flexibility of online learning. Emphasis is placed on interpersonal communication, familiarization with administrative duties and skill development in administrative functions such as reception, scheduling, filing, billing, completion of insurance claims, patient relations, bookkeeping and medical terminology. You will complete your training by attending a virtual internship that is only provided with this online training program. **Books not included**

XPHA 571-501	2/1-7/31			\$1,800	I
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Check us out on Facebook: TTC Continuing Education and Economic Development

## Medical Assistant

Contact: Gary Milunas, 843.574.6687, [gary.milunas@tridenttech.edu](mailto:gary.milunas@tridenttech.edu)

### Career Description

Medical assistants perform routine administrative and clinical tasks to keep the offices of physicians, chiropractors and other health practitioners running smoothly. The Department of Labor projects the medical assistant occupation to be the fastest-growing occupation during the 2008-18 period.

### Medical Assistant Program

The Division of Continuing Education and Economic Development's Medical Assistant Program trains individuals to work as medical assistants by educating them on the administrative and clinical skills required by the profession. All students are required to have Internet access outside of the college as training includes online coursework every week. This online coursework is expected to be conducted outside the hours spent in the classroom. To enroll, you must be a high school graduate or possess a high school equivalency (GED). Cost of training includes tuition only. *Note: Upon start of externship, all students are required to show proof of intradermal TB skin test and major medical insurance. A SLED check and drug urine screen are required prior to entering externship.*

### Approval

Students completing the Division of Continuing Education and Economic Development's Medical Assistant program are eligible to sit for the Registered Medical Assistant examination given by the American Medical Technologists Association. Students are not eligible to sit for the Certified Medical Assistant examination given by the American Association for Medical Assistants.

### Medical Assistant Program

#### Books not included

XPHM 520-501	3/5-8/24	MTThF	9 a.m.-3 p.m.	\$3,300	M
XPHM 520-502	4/23-10/3	MTThF	9 a.m.-3 p.m.	\$3,300	M

## Online Health Care Certificates

Contact: Cathy Lowe, 843.574.6366, [cathy.lowe@tridenttech.edu](mailto:cathy.lowe@tridenttech.edu)

### The following certificate programs are offered entirely online:

- | Coding Specialist Certificate Program (15-month program)
- | Coding for Health Care Professionals (9-month program)
- | Dental Office Professional Certificate Program (4-month program)
- | Medical Administrative Assistant Program (6-month program)
- | Medical Transcriptionist Certificate Program (15-month program)

A certificate of achievement is awarded upon successful completion of these programs.

### Computer requirements

- | All courses are delivered online. A computer and high-speed Internet access are required.
- | Your computer must meet the following minimum requirements:  
Pentium III or better, RAM 128 MB or more, Windows 2000 or later.

### Registration

- | Please call 843.574.6152 or register online at TTC Express.
- | Payments must be made at the time of registration.
- | Please make sure the college has your correct email on file when you register.
- | No registrations will be accepted after the course begins.
- | Each course is priced individually.

### General requirements

- | High school graduate or possess a high school equivalency (GED)
- | Basic computer skills
- | Knowledge of keyboarding and Microsoft Office or Word, Excel and PowerPoint

### Books/equipment

- | Books are available at the TTC Bookstore. **The books at the TTC Bookstore will be the only acceptable versions of the text for each course listed.**
- | Transcription equipment will be discussed in Using the Transcriptionist *Book of Style* course.

### Prerequisites

Successful completion of Introduction to Continuing Education Online Learning is required to start the Coding Specialist and Medical Transcription programs.

### Introduction to Continuing Education Online Learning

This course provides an introduction to software applications necessary to participate in Continuing Education online health care programs. Other applications reviewed are Microsoft Outlook and searching the Internet. This course is a prerequisite to all online courses. **Book not required**

XPHH 568-501	1/8-2/3	\$40	
XPHH 568-502	2/8-24	\$40	
XPHH 568-503	3/7-23	\$40	
XPHH 568-504	4/11-27	\$40	

### Online log in instructions

1. On the day the course begins, go to <http://cecourses.tridenttech.edu>.
2. Enter username and password.
3. Follow the directions.

## CODING SPECIALIST

### Career Description

The coding specialist reviews and analyzes health records to identify relevant diagnoses and procedures for distinct patient encounters. The coding specialist is responsible for translating diagnostic and procedural phrases used by health care providers into coded form. The coded information that is a product of the coding process is then used for medical reimbursement purposes.

### Approval

The Division of Continuing Education and Economic Development's Coding Specialist Training Program is approved by the American Health Information Management Association (AHIMA). Graduates of the program are eligible to take the Certified Coding Associate (CCA) examination.

### Internships

Onsite internships are available in the Charleston area only. An online internship is available for distance students. Those students currently working in the coding or medical billing field may substitute work hours for a portion of their internship. A verification letter is required.

*Note: If you wish to complete the program in 15 months, it is recommended you take Anatomy and Physiology and Medical Terminology the first half of Term 1 followed by Pharmacology and Human Diseases the second half of Term 1. Part-time students may take one course at a time. You may not take more than two online courses at a time.*

For more information and to see a program plan, visit [www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm).

### Introduction to Continuing Education Online Learning

See above for course information.

## Term 1 Courses

### Fundamentals of Anatomy and Physiology

This online course covers basic anatomy and physiology and is an introduction to all human body systems and their functions. It is perfect for the student entering an entry-level health care occupation where interpretation and understanding of the human body are necessary to be successful. **Books not included**

XPHH 589-501	1/9-2/28	\$225	I
XPHH 589-502	3/7-4/24	\$225	I

### Medical Terminology

Master the medical vocabulary and terms used in allied health, nursing and medical careers in this online course. It covers word parts, root words, general application, abbreviations, medical terminology and body systems. It benefits all those in the health care and paramedical fields. **Books not included**

XPHH 504-501	1/9-2/28	\$225	I
XPHH 504-502	3/7-4/24	\$225	I

### Pharmacology

This online course is an overview of pharmacology and how it is used to treat different disease states. It provides an understanding of the diagnosis and treatment of diseases using the numerous types of medical drugs. *Prerequisite: Fundamentals of Anatomy and Physiology successfully completed in the last three years.* **Books not included**

XPHH 590-501	1/9-2/28	\$225	I
XPHH 590-502	3/7-4/24	\$225	I

### Human Diseases

Learn the most common diseases and disorders of each body system, with a review of anatomy and physiology pertinent to the content. Case-specific studies allow you to apply approach and knowledge gained through your studies. *Prerequisites: Medical Terminology and Fundamentals of Anatomy and Physiology successfully completed in the last three years.* **Books not included**

XPHH 591-501	1/9-2/28	\$225	I
XPHH 591-502	3/7-4/24	\$225	I

## Term 2 Courses

*Prerequisite: Successful completion of Term 1 courses in the last three years*

### Health Care Data Content

Learn generic components of medical record content and the use and structure of health care data, and how it relates to primary and secondary records systems. Legal and ethical issues applicable to health information are also covered. **Books not included**

XPHH 503-501	1/9-2/28	\$199	I
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### ICD-9/ICD-10 CM Coding Part I

This course covers the history, uses and format of the diagnostic coding system used by physician offices around the world to track diseases. It includes practice to assign straightforward coding scenarios. *Prerequisite: Term 1 of Coding Specialist Program.* **Books not included**

XPHH 510-501	1/9-2/28	\$199	I
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### Understanding Health Insurance

This online course describes the organization, financing and delivery of health care services. Emphasis is placed on organization and activities of all health care facilities and medical reimbursement, from the billing process to the collection of the bill. Medical record management, the organization of the medical office, providers and filing for Medicare are also covered. **Books not included**

XPHH 546-501	3/7-4/24	\$199	I
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### ICD-9/ICD-10 Coding Part II

This is a follow-up to the ICD-9 CM Coding Part I course and covers more complex coding situations and scenarios. *Prerequisites: Term 1 of Coding Specialist Program and ICD-9 CM Coding Part I.* **Books not included**

XPHH 511-501	3/7-4/24	\$199	I
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## Term 3 Courses

*Prerequisite: Successful completion of Term 2 courses in the last three years*

### CPT Coding Part I

This online course introduces the history, application and format of the uniform language to accurately describe medical, surgical and diagnostic services as set forth by the American Medical Association. It includes practice to assign very basic valid procedural codes. *Prerequisites: Term 1 and 2 of the Coding Specialist Program. Note: This course may be taken as a single continuing education course for professionals in the billing or coding field.*

**Books not included**

XPHH 501-501	1/9-2/28	\$199	I
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### Electronic Health Records

This course covers the new requirements for electronic health records, how data is stored, safety and security of health information, and computer hardware and software designed for medical use. This course also looks at how the changing world of technology influences the quality and delivery of health care services today and in the future. Practical application is provided using electronic health record software.

XPHH 597-501	1/9-2/28	\$199	I
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### CPT Coding Part II

This is a continuation of CPT Coding Part I utilizing higher-level and more complex examples, case studies, records and scenarios of CPT coding. Emphasis is placed on practice to assign valid procedure codes. *Prerequisites: Terms 1 and 2 of the Coding Specialist Program and CPT Part I. Note: This course may be taken as a single continuing education course for professionals in the billing or coding field.* **Books not included**

XPHH 502-501	3/7-4/24	\$199	I
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### Medical Coding Internship

Students who have successfully completed all courses in the Coding Specialist curriculum can apply what they have learned in a real-world setting. Onsite internships are available in the Charleston area. An online internship is available for distance students. Onsite candidates must show proof of medical insurance, completion of a two-step PPD test, have a drug screen and a seven-year background check as well as completion of all courses within the Coding Specialist Training Program upon registering. *Note: Some organizations require proof of additional immunizations.* **Books not included**

XPHH 506-501	5/2-7/31	\$295	I
XPHH 506-502	5/2-7/31	TBA	M

## CODING FOR HEALTH CARE PROFESSIONALS

### Coding for Health Care Professionals

New job opportunities are available for nurses that have coding knowledge, such as clinical documentation specialist, auditor and electronic health record consultant. These positions require both clinical experience and coding credentials/knowledge. This program provides the training needed to take the Certified Professional Coder (CPC) exam. Topics include medical terminology, understanding health insurance, procedural coding, diagnostic coding, and health records management. *Prerequisite: Active nursing license.*

**Books not included**

XPHC 595-502	Summer 2012	\$1,490	I
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## CODING CERTIFICATION PREP SESSIONS

### Certified Coding Specialist (CCS) Review

This online course helps prepare experienced medical coders for the AHIMA CCS exam, a mastery-level coding certificate. Concentration is on ICD-9 CM and CPT coding as it is used for reimbursement purposes in hospitals; hospital medical records; inpatient DRG system; outpatient APC system; and the official coding guidelines. ICD-10 is also discussed. Contact cathy.lowe@tridenttech.edu for book list. **Books not included**

XPHH 542-502	Summer 2012	\$299	I
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## DENTAL OFFICE PROFESSIONAL

Dental office professionals hold clerical positions in dental offices. They answer telephones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, and schedule appointments. Emphasis is placed on interpersonal and skill development in administrative functions such as reception, scheduling, filing, billing, completion of insurance claims, patient relations, dental terminology, communication and familiarization with administrative duties.

Introduction to the D2L online learning system will be included in the first course.

### HIPAA and Blood-Borne Pathogens

This online course provides information on transmission; exposure; preventing exposure; signs and symptoms of HBV, HCV and HIV; OSHA requirements; and potentially infectious material. It focuses on key concepts and terms of the new HIPAA Privacy Rule and best practices for maintaining patient confidentiality.

XPHD 509-501	1/9-2/28	\$150	I
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### Dental Terminology

Master the dental vocabulary and terms used in dental office careers in this online course. It covers word parts, root words, general application, abbreviations and dental terminology, and benefits all clerical dental office staff. *Prerequisite: HIPAA and Blood-Borne Pathogens.* **Books not included**

XPHD 505-501	1/9-2/28	\$150	I
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### Dental Billing

This online course emphasizes the review of ADA codes, dental terminology, the claims process, the ins and outs of dental coding, and dental documentation and how to interpret it. *Prerequisite: Dental Terminology.*

**Books not included**

XPHD 506-501	3/7-4/24	\$150	I
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### Dental Office Management

Explore the business of dentistry, communication, clinical records management and administrative duties in this online course. *Prerequisite: Dental Billing.* **Books not included**

XPHD 501-501	3/7-4/24	\$150	I
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## MEDICAL TRANSCRIPTIONIST



### Career Description

Medical transcriptionists listen to dictated recordings made by physicians and other health care professionals and transcribe them into medical reports, correspondence and

other administrative material. These documents eventually become part of patients' permanent files. Transcription services range from small, home-based businesses to large corporations.

### Approval

The Medical Transcriptionist Training Program is approved by the Approval Committee for Certification Programs (ACCP), a joint committee established by the American Health Information Management Association (AHIMA) and the Association for Healthcare Documentation Integrity (AHDI), to approve medical transcription education certificate programs.

*Note: If you wish to complete the program in 15 months, it is recommended you take Anatomy and Physiology and Medical Terminology the first half of Term 1 followed by Pharmacology and Human Diseases the second half of Term 1. Part-time students may take one course at a time. You may not take more than two online courses at a time.*

For more information and a program plan, visit [www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm).

## Introduction to Continuing Education Online Learning

See course information on page 13.

### Term 1 Courses

#### Medical Terminology

See course information on page 14.

XPHT 504-501	1/9-2/28	\$225	I
XPHT 504-502	3/7-4/24	\$225	I

#### Fundamentals of Anatomy and Physiology

See course information on page 14.

XPHT 589-501	1/9-2/28	\$225	I
XPHT 589-502	3/7-4/24	\$225	I

#### Pharmacology

See course information on page 14.

XPHT 590-501	1/9-2/28	\$225	I
XPHT 590-502	3/7-4/24	\$225	I

#### Human Diseases

See course information on page 14.

XPHT 591-501	1/9-2/28	\$225	I
XPHT 591-502	3/7-4/24	\$225	I

### Term 2 Courses

*Prerequisite: Completion of Term 1 courses*

#### Medical Transcription Workforce Readiness

This course teaches students how to transition into the medical transcription workforce. Topics include HIPAA, universal precautions, job searches, professional standards and organizations, security, privacy and many other issues pertinent to the occupation. **Book not required**

XPHT 583-501	1/9-2/28	\$199	I
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#### Using the Transcriptionist's Book of Style

Learn the standards of practice for transcribing medical dictation as set forth by the Association for Healthcare Documentation Integrity in its *Book of Style*. **Books not included**

XPHT 570-501	1/9-2/28	\$199	I
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#### Transcription Fundamentals and Practices

This course summarizes the prerequisite courses and introduces pathophysiology, emphasizing important concepts related to human diseases. The most common diseases and disorders of each body system are presented with a review of anatomy and physiology pertinent to the content. This course also introduces the process of medical transcription using various skills involving medical terminology, format and punctuation, and computer technology. Dictation is grouped by medical specialty to offer related vocabulary, technical content and other instructional material in an easy-to-understand format. *Prerequisites: Medical Terminology, Anatomy and Physiology, Pharmacology and Book of Style. Foot pedal and headset required.* **Books not included**

XPHT 586-501	3/7-4/24	\$199	I
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### Term 3

*Prerequisite: Completion of Term 2 courses*

#### Beginning Transcription

This course provides a bulk of original medical dictation from which you will produce transcribed medical documents. This first-level course addresses general medical reports common to all specialties, histories and physicals, discharge summaries, consultations, and others from various specialties. This is not an introductory course. *Prerequisite: Transcription Fundamentals and Practices. Foot pedal and headset required.* **No book required**

XPHT 502-501	1/9-2/28	\$300	I
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## Electronic Health Records

This course covers the new requirements for electronic health records, how data is stored, safety and security of health information, and computer hardware and software designed for medical use. This course also looks at how the changing world of technology influences the quality and delivery of health care services today and in the future. Practical application is provided using electronic health record software. **Book not included**

XPHT 597-501 1/9-2/28 \$199 I

## Advanced Transcription

This course provides additional original medical dictation from which you will produce transcribed medical documents. It explores the documents used in the specialties of radiology, pathology, cardiology, orthopedics and gastrointestinal. Foot pedal and headset required. **No book required**

XPHT 503-501 3/7-4/24 \$300 I

## Transcription Practicum

This course is a real-life medical transcription practicum in an online format. You receive actual physician dictation in hospital, physician office and other health care settings. Use this opportunity to build speed and accuracy. High-speed Internet required. **No book required**

XPHT 593-501 5/2-7/31 \$425 I

## Paramedical Examiner **NEW!**

The paramedical examiner performs tasks such as drawing blood, measuring height and weight, checking blood pressure and pulse, collecting urine specimens, and taking a medical history in order to screen life insurance applicants. The U.S. Bureau of Labor Statistics has predicted that jobs in this field are expected to grow rapidly through the year 2016. A paramedical examiner career can be one of great benefits and security.

## Paramedical Examiner Program

A certificate of achievement is awarded to individuals who successfully complete the following courses:

- I Introduction to Phlebotomy (taken within last three months)
- I Advanced Phlebotomy Procedures (taken within last three months)
- I Paramedical Examiner

## Paramedical Examiner Training Program

XPZH 526-501	1/30-3/28	MW	6-9 p.m.	\$495	M
XPZH 526-502	4/16-6/18	MW	6-9 p.m.	\$495	M

## Patient Care

Contact: Jean Nisbet, 843.574.6024, [jean.nisbet@tridenttech.edu](mailto:jean.nisbet@tridenttech.edu)

### IV Catheter Insertion

Learn the correct technique of peripheral IV catheter insertion. Topics include vein location and IV placement, equipment and supplies, insertion, anchoring techniques, and connecting to IV tubing. Lab skills are performed on IV therapy mannequin arms. **Book not required**  
Call 843.574.6024 for more information.

## NURSE AIDE (NA)

### Career Description

Nurse aides perform tasks under the supervision of nursing and medical staff. Nurse aides monitor and record vital signs and perform personal care skills including bathing, dressing and toileting; assisting with meals; transfers and ambulation; linen changes and room organization; and safety issues following facility policies and procedures.

## Nurse Aide Training Program

TTC offers comprehensive training. Students are required to complete 70 hours of classroom training followed immediately by 50 hours of clinical training involving hands-on resident care at a long-term care facility.

### Approval

The Division of Continuing Education and Economic Development's Nurse Aide Training Program is regulated by the S.C. Department of Health and Human Services. Graduates of the program are eligible to take the Nursing Aide Assessment Program (NNAAP) CNA state examination. Felony background may prevent state testing eligibility.

### Classroom and Clinical Information

Classroom (70 hours) includes lecture and lab training using equipment associated with patient/resident care. Students must attain a passing grade on the general knowledge exam, prove competency in patient/resident care by demonstration of all required skills and complete homework as scheduled. Students may miss only four of the classroom hours. Tardies count as two hours. Missing more than four hours will result in dismissal from the program. Successful completion of the classroom requirements will enable students to continue to the 50 hours of clinical experience.

Clinical (50 hours) includes hands-on resident care in a long-term care facility immediately following successful completion of the 70 hours of classroom. Successful completion of the clinical experience includes safe demonstration of resident care and use of facility equipment, monitoring and recording vital signs, documentation and verbal report of care provided, and following facility policies and procedures. Attendance requirements are the same as classroom requirements.

*Prerequisites: Prior to registration students must provide proof of 10-year clear SLED background check. Provide proof of two negative TB tests or a negative chest X-ray by the end of first week of class. Incomplete proof of negative tests will result in being unable to complete the NA course. Students may re-register at own expense for the next available NA course.*

*Required Textbook: Hartman's Nursing Assistant Care by Hartman Publishing, available at the TTC Bookstore (Bldg. 950), Mabeline Rd.*

*Uniform: Classroom – scrubs (color of choice)  
Clinical – scrubs (white) with nursing shoes*

*Classroom Requirement (first week of class): Stethoscope and blood pressure cuff sized to fit student, available at TTC Bookstore and pharmacies.*

XPHN 543-501	1/9-27 1/30-2/10	MTWThF MTWThF	8 a.m.-1 p.m. 6:45 a.m.-noon	\$799	M
XPHN 543-502	1/9-2/7 2/13-24	MTWTh MTWThF	6-10 p.m. 5-10 p.m.	\$799	M
XPHN 543-503	1/21-3/10 3/17-4/1	S SSu	8 a.m.-5 p.m. 6:45 a.m.-3 p.m.	\$799	M
XPHN 543-504	1/30-2/17 2/20-3/2	MTWThF MTWThF	8 a.m.-1 p.m. 6:45 a.m.-noon	\$799	M
XPHN 543-505	2/20-3/9 3/12-30	MTWThF MTWThF	Noon-5 p.m. 11 a.m.-4 p.m.	\$799	M
XPHN 543-506	2/27-3/27 4/2-13	MTWTh MTWThF	6-10 p.m. 5-10 p.m.	\$799	M
XPHN 543-507	3/12-28 4/2-11	MWF MTW	8 a.m.-5 p.m. 6:45 a.m.-3 p.m.	\$799	M
XPHN 543-508	4/2-25 4/30-5/11	MTWTh MTWThF	8 a.m.-1 p.m. 6:45 a.m.-noon	\$799	M
XPHN 543-509	4/12-25 4/30-5/11	MTWTh MTWThF	5-10 p.m. 5-10 p.m.	\$799	M
XPHN 543-601	TBA	TBA	TBA	\$799	B
XPHN 543-602	TBA	TBA	TBA	\$799	B

*Note: Classroom 70 hours are listed on first line. Clinical 50 hours are listed on second line.*

## What Our Customers Are Saying....

*The Certified Nurse Aid Training Program prepared me for my career change!*

- K. Perkins

## MEDICATION TECHNICIAN

Many assisted-living facilities employ med techs to pass resident medications. This 32-hour course covers basic pharmacology, medication effects, chronic and acute signs and symptoms of disease diagnosis as related to medications, the correct way to prepare/pass medications, and related paperwork. *Prerequisite: Completion of Nurse Aide, Medical Assistant program or Nursing student. Uniform: scrubs with closed-toe shoes.*

*Textbook: Nursing Drug Handbook of choice, available at TTC Bookstore and most large bookstores. Books not included*

XPHN 519-501	1/10-2/2	TTh	9 a.m.-1 p.m.	\$259	M
XPHN 519-502	2/28-3/22	TTh	5-9 p.m.	\$259	M
XPHN 519-503	4/10-5/3	TTh	9 a.m.-1 p.m.	\$259	M

## PATIENT CARE TECHNICIAN

This course is designed for individuals seeking employment where multi-skills training is preferred or required. The course consists of lecture, PowerPoint presentation, introduction to equipment and supplies, hands-on procedures, and critical thinking. Areas covered, but not limited to, include EKG equipment and use; CPR training with certification; basic phlebotomy; sterile technique; specimen collection; measuring output of body fluids including nasogastric, chest tube and surgical site drains; glucometer use; Foley catheters; and tracheostomy and supplemental oxygen care appropriate to scope of practice. Students who successfully complete the program will be awarded a Patient Care Technician Certificate of Completion and BLS Card.

*Prerequisite: Successful completion Nurse Aide Training Program. Uniform: scrubs with closed-toe shoes. Textbook: Available at TTC Bookstore. Books not required*

XPHN 544-501	1/9-2/15	MTWTh	8 a.m.-1 p.m.	\$799	M
XPHN 544-502	1/9-2/15	MTWTh	5-10 p.m.	\$799	M
XPHN 544-503	2/20-3/28	MTWTh	8 a.m.-1 p.m.	\$799	M
XPHN 544-504	2/20-3/28	MTWTh	5-10 p.m.	\$799	M
XPHN 544-505	4/2-5/9	MTWTh	8 a.m.-1 p.m.	\$799	M
XPHN 544-506	4/2-5/9	MTWTh	5-10 p.m.	\$799	M

## Phlebotomist

Contact: Gary Milunas, 843.574.6687, [gary.milunas@tridenttech.edu](mailto:gary.milunas@tridenttech.edu)

### Career Description

Phlebotomists are specialized clinical support workers who collect blood from patients for laboratory testing. Results from laboratory testing provide valuable information to physicians for diagnosing and treating patients.

Phlebotomists work in hospitals, commercial laboratories, private physician offices, public health departments, clinics, blood banks and as paramedical examiners for life insurance companies.

### Phlebotomist Training Program

A certificate of achievement is awarded to individuals who successfully complete the following courses (courses are listed in recommended order).



### Introduction to Phlebotomy

This course provides the theoretical and practical knowledge of how to become a phlebotomist. It covers establishing a professional relationship with the patient; selecting and preparing the venipuncture site; collecting specimens; preparing and maintaining equipment; and the health, safety and legal aspects of the occupation. Live sticks are performed. No externship is offered.

XPHP 521-501	1/2-2/1	MW	3-5 p.m.	\$300	M
XPHP 521-502	1/17-2/16	TTh	6-8 p.m.	\$300	M
XPHP 521-503	2/1-29	W	9 a.m.-1 p.m.	\$300	M
XPHP 521-504	2/14-4/17	TTh	3-5 p.m.	\$300	M
XPHP 521-505	3/19-4/18	MW	3-5 p.m.	\$300	M

### Advanced Phlebotomy Procedures

This is a continuation of the introductory course with a focus on the advanced procedures a phlebotomist may perform in a clinical setting. Live sticks performed. No externship is offered. *Prerequisite: Introduction to Phlebotomy.*

XPHP 522-501	2/13-3/14	MW	3-5 p.m.	\$300	M
XPHP 522-502	2/28-3/29	TTh	6-8 p.m.	\$300	M
XPHP 522-503	3/14-4/11	W	9 a.m.-1 p.m.	\$300	M
XPHP 522-504	3/27-4/26	TTh	3-5 p.m.	\$300	M
XPHP 522-505	4/30-5/4	MW	3-5 p.m.	\$300	M

## What Our Customers Are Saying....

*"Before taking continuing education courses at Trident Technical College, I was always working dead-end jobs. Then I took classes to be a phlebotomy technician. The instructors were extremely knowledgeable and very patient. They never once let us give up on ourselves, and with their help I passed the class and got my national certification. I believe Trident Technical College is truly in the business to change lives."*

-A. Andrews

## Follow us on Twitter

Get the latest on courses and events at [twitter.com/TTC\\_CE](https://twitter.com/TTC_CE).







## Manufacturing and Industry

### Environmental Compliance

Contact: Tom Iafrate, 843.574.6758, [tom.iafrate@tridenttech.edu](mailto:tom.iafrate@tridenttech.edu), or Tom Bowman, 843.574.6333, [tom.bowman@tridenttech.edu](mailto:tom.bowman@tridenttech.edu)

Trident Technical College is approved to offer SC-DHEC- and NC-DHHS-approved asbestos abatement training for workers, supervisors, inspectors, management planners and project designers. These courses may be used for licensing as an asbestos abatement professional. All books and materials are included in the course fee.

### ASBESTOS

#### Asbestos Management Planner

XIET 604-508	3/15-16	ThF	8 a.m.-4:30 p.m.	\$215	M
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#### Asbestos Inspector

XIET 616-503	3/12-14	MTW	8 a.m.-4:30 p.m.	\$525	M
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#### AHERA Asbestos Worker

XIET 618-504	1/9-12	MTWTh	8 a.m.-4:30 p.m.	\$475	M
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#### Asbestos O and M Worker

XIET 617-504	1/16-17	MT	8 a.m.-4:30 p.m.	\$250	M
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XIET 617-505	4/2-3	MT	8 a.m.-4:30 p.m.	\$250	M
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#### Asbestos Supervisor

XIET 613-504	1/23-27	MTWThF	8 a.m.-4:30 p.m.	\$700	M
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#### Asbestos Inspector Refresher

XIET 603-507	2/9	Th	8 a.m.-noon	\$135	M
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XIET 603-508	5/3	Th	8 a.m.-noon	\$135	M
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#### Asbestos Management Planner Refresher

*Prerequisite: Must have completed Asbestos Inspector Refresher*

XIET 668-507	2/9	Th	1-5 p.m.	\$135	M
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XIET 668-508	5/3	Th	1-5 p.m.	\$135	M
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#### Asbestos O and M Refresher

XIET 610-505	2/7	T	8 a.m.-4:30 p.m.	\$135	M
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#### Asbestos Supervisor Refresher

XIET 605-506	2/8	W	8 a.m.-4:30 p.m.	\$200	M
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XIET 605-507	5/2	W	8 a.m.-4:30 p.m.	\$200	M
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#### Asbestos Worker Refresher

XIET 609-506	2/7	T	8 a.m.-4:30 p.m.	\$135	M
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XIET 609-507	5/1	T	8 a.m.-4:30 p.m.	\$135	M
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### LEAD

#### Lead Renovation, Repair and Painting (RRP)

Environmental Protection Agency training requirements are now in place for certified renovators. The new EPA rules apply to contractors who renovate or repair housing or child-care facilities built before 1978. Under the new rules, trained contractors and workers must follow lead-safe work practice standards to reduce potential exposure to dangerous levels of lead during renovation and repair activities. The requirements apply to anyone who could potentially expose children to lead dust during their work and includes builders, painters, plumbers and electricians. Make sure you are prepared for this new regulatory mandate.

XIET 661-514	1/10	T	8 a.m.-5 p.m.	\$259	M
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XIET 661-515	2/14	T	8 a.m.-5 p.m.	\$259	M
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XIET 661-516	3/13	T	8 a.m.-5 p.m.	\$259	M
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XIET 661-517	4/10	T	8 a.m.-5 p.m.	\$259	M
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### SWIMMING POOL/SPA

#### Certified Pool Operator

The CPO certification course is designed to provide individuals with the basic knowledge, techniques and skills of pool and spa operations. The Certified Pool/Spa Operator certification program is recognized nationally and internationally, and is widely accepted by health departments. Course covers information from *The NSPF Pool & Spa Operator Handbook*. It includes the most current information available, including the addition of metric calculations.

XIET 662-507	2/6-7	MT	8 a.m.-5 p.m.	\$399	M
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XIET 662-508	4/12-13	ThF	8 a.m.-5 p.m.	\$399	M
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#### Swimming Pool/Spa Operators

This course provides the basic information required to operate a pool or spa in compliance with DHEC regulations, preparing you to take the state certification examination. It covers South Carolina rules and regulations, legal requirements, swimming pool structures, basic operation of public pools and spas, basic pool-water chemistry and chemicals, techniques for solving water problems, and safety. **Books included**

XIET 510-507	1/11	W	8:30 a.m.-5:30 p.m.	\$175	M
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XIET 510-508	3/7	W	8:30 a.m.-5:30 p.m.	\$175	M
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XIET 510-509	5/9	W	8:30 a.m.-5:30 p.m.	\$175	M
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### WATER AND WASTEWATER

#### P/C Wastewater Certification Review

This general physical/chemical recertification review covers process units such as pH control neutralization, chemical precipitation, clarification, solids handling and advance treatment including metals recovery and water recycling. Levels C and D are covered. The cost of the Sacramento manual is additional.

XIET 644-503	3/19-21	MTW	8 a.m.-5 p.m.	\$420	M
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See page 31 for Logistics courses.

### Facilities Maintenance

Contact: Tim Fulford, 843.574.6177, [tim.fulford@tridenttech.edu](mailto:tim.fulford@tridenttech.edu)

#### Facilities Maintenance Technician

Jobs in the apartment, housing and resort industries are in demand. In cooperation with local employers and Trident One Stop Career Center, Trident Technical College offers a Facility Maintenance Technician training program. Training will be conducted for potential employment opportunities at various housing, institutional, resort and lodging businesses in Charleston, Dorchester and Berkeley counties. Graduates of the training program will be guaranteed a job interview upon successful completion of the training program.

### Occupational Health and Safety and OSHA Compliance Programs



Contact: Tom Bowman, 843.574.6758, [tom.bowman@tridenttech.edu](mailto:tom.bowman@tridenttech.edu)

Hazwoper/Hazmat and DOT training is provided by Chocklett Environmental.

All Hazwoper/Hazmat courses meet requirements of OSHA 29CFR 1910.120 (p) (q) for Operations, Technician, Hazwoper and RCRA (40CFR 311) Response Teams and are in compliance with NFPA Standard 472 and FEMA-Homeland Security Emergency Response.

**Call TTC at 843.574.6758 for information on the following topics:**

- | Ergonomics
- | Process Safety Management
- | Customized Industrial Truck Training
- | Job Hazard Audit/Analysis
- | Safety Committee Training
- | Risk Management
- | Confined Space Entry/Rescue

### Hazardous Materials Responder Annual Refresher (Hazwoper and Hazmat)

This eight-hour refresher training program includes updates of state and federal regulations, site entry and control, case studies, decontamination, hazardous materials chemistry, identification, handling, and emergency response procedures. Hands-on demonstrations, response scenarios and a dress-out exercise are used to improve skills. **Books included**

XIET 505-505	2/10	F	8 a.m.-5 p.m.	\$195	M
XIET 505-506	5/11	F	8 a.m.-5 p.m.	\$195	M

### Hazwoper/Hazmat (24-Hour Program)

This program provides competencies and training skills development for Hazmat team members. Course objectives include the organization of an incident command system, regulatory compliance, informational systems, specific chemical response techniques, site surveys and fundamental safety practices. Dress-out scenarios are used. **Books included**

XIET 503-505	2/13-15	MTW	8 a.m.-5 p.m.	\$450	M
XIET 503-506	5/14-16	MTW	8 a.m.-5 p.m.	\$450	M

### Hazwoper/Hazmat (40-Hour Program)

This program covers all topics in the 24-hour program and includes additional competencies in PPE selection and health and medical issues, as well as incident management. Other topics are drum handling, containment, safety and health, contamination and decontamination, written plans and reports, chemical protective clothing, and terrorism attack preparation. Dress-out scenarios are used. **Books included**

XIET 508-505	2/13-17	MTWThF	8 a.m.-5 p.m.	\$695	M
XIET 508-506	5/14-18	MTWThF	8 a.m.-5 p.m.	\$695	M

### NFPA 70E

This course defines the requirements for work practices that workers should use to avoid injury from a release of electrical energy when performing tasks involving electrical power. Course provides information to prevent or minimize exposure to all widely recognized electrical hazards. The 2009 edition (NFPA 70E) is used.

XIET 663-506	3/2	F	8 a.m.-5 p.m.	\$295	M
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### OSHA General Industry Safety and Health and Construction Industry Standards (30-Hour Program)

This program introduces the most important functions and roles of OSHA under 29CFR1910 and 1926 for the safety and health professional with responsibility for hazard and risk analysis as well as program administration. Topics include written plans, recordkeeping, OSHA basics, regulations interpretation, inspections, citations and fines, hazardous substances, PPE selection, and use and fit testing. **Books included**

XIET 518-505	2/27-3/1	MTWTh	8 a.m.-5 p.m.	\$550	M
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### OSHA General Industry Safety and Health and Construction Industry Standards (10-Hour Program)

This program introduces the most important functions and roles of OSHA and the methods of compliance based on general industrial and construction industry standards. Topics include OSHA basics, recordkeeping, OSHAAct, inspections, citations, hazardous materials, hazard communications, walking and working surfaces, egress and fire protection, and more. **Books included**

XIET 532-505	2/27-28	MT	8 a.m.-5 p.m.	\$250	M
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**Forklift training is available at the Summerville Site at Trolley Road. See page 31.**

## DOT WORKSHOPS

### Transportation of Hazardous Materials

This course provides training in compliance with DOT requirements under 172.700 (formerly HM 126-HM 126F) for people who ship, receive or transport hazardous materials. Topics include packaging classes of materials, placarding, labeling and emergency response plans. Special emphasis is placed on handling suspicious and/or unmarked packages. **Books included**

XIET 501-504	2/23	Th	8 a.m.-5 p.m.	\$195	M
XIET 501-505	5/3	Th	8 a.m.-5 p.m.	\$195	M

## Welding

Contact: Tom Bowman, 843.574.6333, tom.bowman@tridenttech.edu

### Basic Shielded Metal Arc Welding (STICK)

This course introduces the basic principles and practices of shielded metal arc welding in the flat and horizontal positions. Safety, use and care of equipment are emphasized. Provide your own personal protective equipment. A personal protective equipment list is available in the Registration office.

XIPT 668-507	1/21-3/3	S	9 a.m.-1 p.m.	\$375	M
XIPT 668-508	1/10-2/21	T	6-10 p.m.	\$375	M
XIPT 668-509	2/28-4/17*	T	6-10 p.m.	\$375	M
XIPT 668-510	2/4-3/17	S	8 a.m.-noon	\$375	B

\*No class 3/13. See page 30 for St. Paul's Parish site course.

### Basic Gas Metal Arc Welding (MIG)

Learn the basic principles and practices of gas metal arc welding. Safety and use and care of equipment are emphasized. Provide your own personal protective equipment. A personal protective equipment list is available from the Registration office.

XIPT 658-503	1/10-2/21	T	6-10 p.m.	\$375	M
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### Basic Gas Tungsten Arc Welding (TIG)

Learn the principles and practices of gas tungsten arc welding (TIG steel and TIG Aluminum). Safety and use and care of equipment are emphasized. Provide your own personal protective equipment. A personal protective equipment list is available from the Registration office.

XIPT 512-503	1/21-3/3	S	9 a.m.-1 p.m.	\$375	M
XIPT 512-504	4/14-5/26	S	8 a.m.-noon	\$375	B

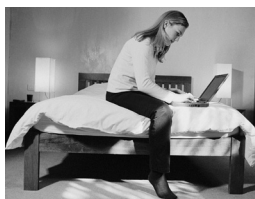
## Welder Certification

This test is for experienced welders only. Testing may be done on plate or pipe in any position. (You supply the beveled pipe.) Testing is done in four sessions. No instruction involved. Provide your own personal protective equipment. The personal protective list is available in the Registration office. This test is given on TTC's Main Campus and is scheduled on an individual basis. Call 843.574.6152 for testing information.

Cost:

One plate for two days/4 hours:	\$375*
Two plates for three days/8 hours:	\$400*
Three plates or pipes/12 hours:	\$425*

\* New prices



## Online Offerings

### Online Programs

Contact: Linda Fletcher, 843.574.6689, [ceonlinehelp@tridenttech.edu](mailto:ceonlinehelp@tridenttech.edu)

Our online programs prepare you for a career. They consist of more than one course and often allow you to sit for professional examinations upon successful completion.

- | Coding Specialist Training Program (see page 13)
- | Dental Office Professional Training Program (see page 15)
- | Limited Radiographer (X-ray) Training Program (see page 12)
- | Medical Administrative Assistant Training Program (see page 12)
- | Medical Transcriptionist Training Program (see page 15)

### Online Courses

Contact: Michele Shinn, 843.574.6655, [michele.shinn@tridenttech.edu](mailto:michele.shinn@tridenttech.edu)

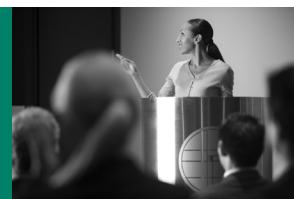
TTC offers more than 600 online continuing education courses. Online courses vary in length, price and start time. They can be self-paced or instructor-led. In order to provide you with a wide array of course topics and certifications, we have partnered with several organizations. Specific information needed for the online courses can be found by visiting the website, [www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm). Topics include:

- |                                    |   |
|------------------------------------|---|
| Arts                               | Interpersonal Skills                                |
| Business and Management            | IT Certifications                                   |
| CATIA                              | Job Search  |
| Children, Parents and Family       | Languages   |
| Communications: Oral and Written   | Lean Manufacturing                                  |
| Computer Literacy and Applications | Organizational Skills                               |
| Conversational Skills              | PC Networking and Security                          |
| Creative Writing                   | Personal Enrichment                                 |
| Customer Service                   | Personal Finance                                    |
| Database Management                | Project Management                                  |
| Digital Photography                | Publishing  |
| Etiquette                          | Sales and Marketing                                 |
| Event Planning                     | Six Sigma   |
| Freight Broker/Agent Training      | Small Business                                      |
| Grant Writing                      | Social Intelligence                                 |
| Graphic and Multimedia Design      | Teaching and Education                              |
| Green                              | Test Prep: GMAT, LSAT, Praxis, SAT/ACT, GRE         |
| Health and Wellness                | Time Management                                     |
| Hospitality and Tourism Industry   | Water Treatment and Wastewater Treatment Operations |
| Human Resources                    | Web and Computer Programming                        |
| Insurance and Securities           |   |
| Internet                           |   |

### Register Online

It's quick and easy. You can also check to see if seats are available. Visit [www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm) > Registration.

## Personal and Professional Development



### Culinary

Contact: Michele Shinn, 843.574.6655, [michele.shinn@tridenttech.edu](mailto:michele.shinn@tridenttech.edu)

The Culinary Institute of Charleston provides a wide array of both credit and continuing education offerings to meet the diverse training needs of the tourism industry.

#### General Information

- | Proper Attire: Long sleeves, long pants and closed-toe shoes
- | Location of Courses:  
M = Culinary Institute of Charleston (Bldg. 920), TTC's Main Campus. Please use the College Drive entrance.  
P = Culinary Institute of Charleston, Palmer Campus, 66 Columbus St., downtown Charleston

### A TOAST TO HOSPITALITY AND TOURISM

#### Charleston History and Inspiration

This course qualifies as license renewal for Charleston city tour guides. The focus is International Seaport Impact on Lowcountry Small Towns.  
XPOC 653-503    3/20-4/10    T    6:30-9 p.m.    \$125    P

#### Master Mixology

Become a master mixologist. Learn to prepare and serve perfect cocktails from a spirits-industry expert, who will teach you to prepare traditional cocktails as well as explore new trends in the spirits industry. You must be 21 years old to register and attend. Location: Room 180. **Books not included**  
XPOC 507-502    2/2-23    Th    6:30-10 p.m.    \$169    P

### BAKING AND PASTRY

#### Artisan Bread

Learn how to prepare authentic artisan breads including sourdoughs, ciabattas, French baguettes, marble rye, multigrain breads, pain d'épi and German pretzels to name a few. Instruction includes the use of pre-fermented doughs such as biga and poolish and how to maintain a sourdough starter. All of these breads will be baked in a state-of-the-art bread baking kitchen at the Palmer Campus.  
XPOC 690-502    2/24-25    F    5-9 p.m.    \$179    P  
S    9 a.m.-1 p.m.

#### French Macaroons **NEW!**

What is HOT in the pastry world? French macaroons! Learn how to make fancy, light macaroons and fill them with a wide assortment of fun flavors. These cookies will make any dinner, brunch or party a special occasion.  
XPOC 713-501    3/22    Th    6:30-9:30 p.m.    \$59    P

#### Gumpaste Flowers **NEW!**

Learn to make a variety of breathtaking gumpaste flowers for special occasion cakes. Heather Sonoski, pastry chef and sugar artist, guides you through making beautiful varieties of sugar flowers such as roses, calla lilies, trumpet lilies, orchids and lilacs. Students need a Wilton Flower Cutter Kit and Gumpaste Tool Kit.  
XPOC 714-501    3/31    S    9 a.m.-noon    \$59    M



## Introduction to Cakes

This is the perfect course for students interested in becoming the next Ace of Cakes. Learn the basics of baking cakes, shaping, icing, layering and decorating using various mediums such as chocolate, butter creams and ganache.

XPOC 696-501 1/16-2/6 M 6-10 p.m. \$349 P

## Pastry Boot Camp

### Week 1: Cheesecakes, Flourless Cakes and Tortes

Make several types of cheesecakes including New York-style, no-bake and marble. Learn how to assemble a torte and make a fresh fruit torte and a decadent flourless molten chocolate cake.

### Week 2: Perfect Pies and Tarts

The secret to the perfect pie is in the crust. Learn both traditional and modern crusts that can be used for pies, tarts and cookies in traditional shapes and small individual tart style. Cream pies, fresh fruit, canned fruit and specialty pies are on the menu.

### Week 3: Cream Puffs, Éclairs and Cream Horns

Learn the art of making excellent pâte choux dough and turning it into professional-looking éclairs, cream puffs, swans and cream horns. You will also learn how to fill and glaze your products.

### Week 4: International Cookies

Make a variety of international cookies, including checkerboard, lemon curd squares, linzer and double chocolate chip. Several methods of doughs and cookie applications including bagging, rolling, dropping and molding are introduced.

XPOC 667-501 4/16-5/7 M 6-10 p.m. \$349 P

## Plated Desserts **NEW!**

Unite all aspects of the pastry spectrum on one plate! Learn how to create fabulous restaurant-style plated desserts at home. This course explores how to combine individual dessert portions with dessert sauces, garnishes and ice creams while focusing on the interplay of texture in modern plated desserts.

XPOC 719-501 4/19 Th 6-9:30 p.m. \$59 P

## The Art of Wedding Cakes

Learn how to assemble and support stacked cake for a stress-free transport. Butter cream and fondant mediums are demonstrated and a variety of techniques are taught such as ruffles, piped embroidery, edible sugar pearls, pattern transfer, lace, stencils, drapes, molding and bows. As a grand finale, students create a three-tier dummy cake, including a breathtaking sugar flower cake topper made of roses, daisies, stephanotis and ivy that is sure to impress friends and family.

XPOC 687-501 2/20-3/12 M 6-10 p.m. \$349 P

## Valentines and Chocolate Truffles **NEW!**

Learn the techniques of making fine chocolates just in time for Valentine's Day with Culinary Institute Master Pastry Chef Bernd Gronert.

XPOC 536-502 2/11 S 3-6:30 p.m. \$59 M

## CULINARY ARTS – COOKING WITH CLASS

## Chinese Dumplings **NEW!**

Learn the techniques of dumpling rolling and produce several types of dumplings for a most memorable meal. Prepare pot stickers, sho mai, wontons, spring rolls and vegetable egg rolls with accompanying sauces.

XPOC 717-501 4/23 M 6:30-9:30 p.m. \$59 P

## Culinary Boot Camp

### Week 1: Culinary Tools, Mise en Place and Taste

Become acquainted with the tools of the trade that are used by professional chefs around the world. Safety and sanitation are key elements as you learn how to mise en place your materials. Learn the art of turning a bland dish into something exciting by using the proper seasoning techniques.

### Week 2: Stocks, Soups and Sauces

The foundation of a great meal is in the stock. Prepare white and dark chicken stocks and veal and vegetable stocks, turning them into savory broths, soups and sauces.

## Week 3: Sauté, Grill, Pan Fry and Deep Fry

Utilizing the foundations learned in previous weeks and great marinades and rubs, you will pan fry pork chops, sauté chicken and grill beef. Each dish is accompanied by vegetables and starches cooked using dry-heat cooking methods that include tempura style and several types of breading procedures.

## Week 4: Steam, Braise, Stew and Simmer

Prepare beautifully moist chicken and fish utilizing vapor cooking and the classical techniques for preparing savory stews. Accompaniments include moist-heat cooking methods for vegetables, potatoes, rice and pasta. **Books**

included  
XPOC 665-501 3/20-4/10 T 6-10 p.m. \$379 P

## Culinary Boot Camp – Advanced

Do you already know basic culinary skills and are looking for ways to step up your skills? Learn advanced cooking techniques to build more flavor, texture and flair to your cooking. Explore combination cooking methods, simple butchery, contemporary sauces, stuffing techniques, marinades, rubs and more. You'll make mouth-watering tender braises, flavorful ribs, succulent risotto and even devote an entire class to handmade pastas.

*Prerequisite: Culinary Boot Camp. Students will use the textbook provided in Culinary Boot Camp.*

XPOC 703-501 1/30-2/20 M 6-10 p.m. \$349 P

## Knife Skills

You are guaranteed to cook more easily and faster if you know what your knives can do. Learn how the chefs do it at the Culinary Institute of Charleston. Become skilled in cutting techniques, care and safety. Please bring a chef's knife, boning knife, paring knife and sturdy vegetable peeler to class.

XPOC 558-501 4/16 M 6:30-9:30 p.m. \$49 P

## Legumes and Super Grains **NEW!**

Learn what the ancient civilizations revered and prized: the super grains. Join Chef Ken Immer and make an assortment of stews, salads and desserts using four of the best grains in the world: teff, quinoa, millet and farro. Learn how to maximize the flavors and nutrients of legumes and other grains that will add to your repertoire of good cooking skills.

XPOC 715-501 1/16 M 6:30-9:30 p.m. \$59 P

## Mardi Gras Party **NEW!**

Travel down the Mississippi to the Big Easy – New Orleans – for a Mardi Gras feast that will have you dancing to the Zydeco, and sucking head and eating tail (crawfish that is). Make pork and chicken medallions bananas foster style, pirogues stuffed with crab, andouille and chicken gumbo, crawfish and wild mushroom cheesecake with green onion coulis, and Creole vegetable confit. Keep the beer cold and the hot sauce hot!

XPOC 720-501 2/18 S Noon-2 p.m. \$30 M



**Moroccan Cuisine NEW!**

Get your fez on while cooking the foods of Morocco. Dishes include chicken and sweet potato Bisteeya, fez-style tomato and roast pepper salad, North African honey-braised chicken and lamb tangine. This will be a Bedouin experience.

XPOC 716-501 1/23 M 6:30-9:30 p.m. \$59 P

**Savory World-Renowned Stews NEW!**

The techniques of a classical braise are introduced in this class. If you love to cook food with different types of wine, this is the class for you. Learn how to make a great coq au Riesling, Chianti-braised short ribs, beef bourguignon with mushrooms and pearl onions and sole vin blanc with Chablis. Tasting is included.

XPOC 709-501 3/10 S 9 a.m.-noon \$59 M

**Sicily and Sardinia NEW!**

Let the salt breeze blow over your hair and into your nostrils as we prepare rustic cuisine from Sicily and Sardinia. Make a full meal including stuffed calamari, arancini (fried risotto balls), pork ragu with rigatoni and homemade ricotta, Sicilian vegetable stew, and speidini of chicken, sausage and sage.

XPOC 718-501 4/21 S 9 a.m.-noon \$59 M

**Wheat-Free Meals NEW!**

Are you challenged because of your diet of wheat-free products? This course enlightens you on how to shop, organize and prepare great meals that your entire family will enjoy. Spend time in the kitchen with a registered dietician and a chef preparing wheat-free snacks, entrees and desserts that are so tasty, you will not believe it.

XPOC 712-501 3/19 M 6:30-9:30 p.m. \$59 P

**SERVSAFE NATIONAL CERTIFICATION****ServSafe Food Safety NEW!**

This online course provides you with the knowledge, skills and abilities you need to do your job and to prepare for the National Restaurant Association Educational Foundation (NRAEF) ServSafe Certification. It leads the way in setting high food safety standards. Course topics include the food safety challenge, flow of food through the operation, sanitary facilities and pest management, food safety regulation and employee training. Students can take the exam following course completion. **Book not included** (available at TTC Bookstore)

XDLI 573-501	1/9-2/17	\$125	O
XDLI 573-502	2/1-29	\$125	O
XDLI 573-503	3/1-31	\$125	O
XDLI 573-504	4/1-30	\$125	O

**Top Toques: A Team-Building Culinary Experience**

Round up a crew of aspiring contestants to take to the kitchens of the Culinary Institute of Charleston. CIC chefs will divide contestants into two teams for a rousing culinary competition. Each team will hit the stoves to out-cook the competition. The event takes approximately three hours to complete. For more information, please contact Michele Shinn at 843.574.6655.

**Driver Education**

Contact: Steve Price, 843.574.6683, [steve.price@tridenttech.edu](mailto:steve.price@tridenttech.edu)

**Defensive Driving (DDC-8)**

Drivers who have accumulated penalty points against their records can have up to four points removed upon successful completion of this course. Depending on your insurance carrier, there is a possible discount available. You must register in advance and must be on time. As a reminder, any person who drives a motor vehicle when his or her license is cancelled, suspended or revoked is in violation of S.C. Statute 56-1-460 and is subject to arrest; this includes driving to and from TTC campuses. Students must verify before enrolling (at [www.scdmvonline.org](http://www.scdmvonline.org)) if they have a penalty points balance on their driving record for the credited points to be applied. *Note: This is not a course for ADSAP substance violations.* **Books included**

XPEC 501-501	1/7	S	9 a.m.-5 p.m.	\$79	M
XPEC 510-501	1/10-11	TW	5:30-9:30 p.m.	\$79	M
XPEC 501-502	1/21	S	9 a.m.-5 p.m.	\$79	M
XPEC 501-503	2/4	S	9 a.m.-5 p.m.	\$79	M
XPEC 501-504	2/18	S	9 a.m.-5 p.m.	\$79	M
XPEC 510-502	2/21-22	TW	5:30-9:30 p.m.	\$79	M
XPEC 501-505	3/3	S	9 a.m.-5 p.m.	\$79	M
XPEC 510-503	3/20-21	TW	5:30-9:30 p.m.	\$79	M
XPEC 501-506	3/24	S	9 a.m.-5 p.m.	\$79	M
XPEC 510-504	4/3-4	TW	5:30-9:30 p.m.	\$79	M
XPEC 501-507	4/14	S	9 a.m.-5 p.m.	\$79	M
XPEC 501-508	4/28	S	9 a.m.-5 p.m.	\$79	M

**MOTORCYCLE SAFETY**

Instructors are certified by the Motorcycle Safety Foundation. For registration information, call 843.574.6152. For other information, including apparel and safety equipment, call 843.574.6683 or visit [www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm). Courses are listed in recommended order.

**Basic Rider Course**

This course is for the inexperienced rider and teaches the basic techniques of riding a motorcycle. Motorcycles are provided. The course meets S.C. law for an insurance discount. Students must pass both a written and riding assessment to receive the Motorcycle Safety Foundation card. Students interested in a license waiver must have a motorcycle learner's permit, be eligible for a motorcycle license and notify our Registration Department of their intent. *Prerequisites: Must be eligible for a driver's license and able to ride a bicycle.*

**Classroom Instruction:** Friday, 6-10 p.m. • Sunday, 2-4 p.m.

**Practical Application Riding:**

Saturday Session: 8 a.m.-4 p.m. AND Sunday Session: 8 a.m.-2 p.m.

XPEC 511-501	1/13-15	FSSu	\$239	M
XPEC 511-502	1/20-22	FSSu	\$239	M
XPEC 511-503	1/27-29	FSSu	\$239	M
XPEC 511-504	2/3-5	FSSu	\$239	M
XPEC 511-505	2/10-12	FSSu	\$239	M
XPEC 511-506	2/17-19	FSSu	\$239	M
XPEC 511-507	3/2-4	FSSu	\$239	M
XPEC 511-508	3/16-18	FSSu	\$239	M
XPEC 511-509	3/23-25	FSSu	\$239	M
XPEC 511-510	3/30-4/1	FSSu	\$239	M
XPEC 511-511	4/13-15	FSSu	\$239	M
XPEC 511-512	4/20-22	FSSu	\$239	M
XPEC 511-513	4/27-29	FSSu	\$239	M

## Basic Rider Course (Personal Motorcycle Option)

This course offers the same instruction, license waiver option and benefits of the Basic Rider Course, but it is for students who own their own motorcycles, have a motorcycle learner's permit and can ride safely to the class. After a brief interview with the rider coach/instructor, it will be determined if students may use their own bikes for the training. Students must provide a street-legal, insured and fully registered motorcycle and show proof of ownership or get waiver information from [www.scridered.org](http://www.scridered.org).

**Classroom Instruction:** Friday, 6-10 p.m. • Sunday, 2-4 p.m.

## Practical Application Riding:

Saturday Session: 8 a.m.-4 p.m. AND Sunday Session: 8 a.m.-2 p.m.				
XPEC 521-501	1/20-22	FSSu	\$239	M
XPEC 521-502	2/17-19	FSSu	\$239	M
XPEC 521-503	3/16-18	FSSu	\$239	M
XPEC 521-504	4/20-22	FSSu	\$239	M

## Intermediate Rider Course

This course is for the semi-experienced rider operating a motorcycle or scooter with a learner's permit without previously completing a Motorcycle Safety Foundation course. You must pass both a written and riding assessment. This course meets S.C. law for an insurance discount. The S.C. Department of Motor Vehicles may waive the motorcycle driver's license road test. Students must provide a street-legal, insured and fully registered motorcycle. You will need to show proof of ownership or get waiver information from [www.scridered.org](http://www.scridered.org). **Books included**

**Prerequisites:** Must have either an M class motorcycle learner's permit or a motorcycle learner's permit endorsement. Must be eligible for a full license within 90 days after completing the course. S.C. Statute 56-1-50 (F) states: A person must hold the permit for at least 180 days before being eligible for full licensure.

**Classroom Instruction:** Friday, 6-10 p.m.

**Practical Application Riding:** Saturday: 8 a.m.-5 p.m.

XPEC 512-501	2/24-25	FS	\$139	M
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## Experienced Rider

This course is a skills tune-up for the experienced rider with a license waiver available for learner's permit operators. The course may be used as a license waiver for prior course graduates, an annual refresher for licensed operators or for riding with a passenger. Both the rider and the passenger must be registered as students (course fee for riders only). The course meets S.C. law for an insurance discount. Students must pass both a written and riding assessment. Students must provide a street-legal, insured and fully registered motorcycle. Proof of ownership is required. For information on the license waiver, visit [www.scridered.org](http://www.scridered.org).

**Prerequisites:** Learner's permit operator must show proof of prior Motorcycle Safety Foundation course completion. Students must have either an M class motorcycle license, motorcycle license endorsement or a motorcycle learner's permit. A learner's permit operator must be eligible for a full license within 90 days of course completion. S.C. Statute 56-1-50 (F) states: A person must hold the permit for at least 180 days before being eligible for full licensure.

XPEC 513-501	2/26	Su	9 a.m.-4 p.m.	\$79	M
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## Advanced Rider – Sport Bike

This course is designed for experienced motorcycle riders who own a sport bike. Special emphasis is given to self-assessment, risk management, rider behavior, riding strategies and overall skill development. The eight-hour course is roughly split between three hours in the classroom and five hours of riding time on a training course. **Prerequisites:** Riders must be licensed to ride and use their own motorcycle in the class.

XPEC 517-503	TBA	Su	8 a.m.-5 p.m.	\$99	M
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## Floral Design

Contact: Michele Shinn, 843.574.6655, [michele.shinn@tridenttech.edu](mailto:michele.shinn@tridenttech.edu)

### Floral Design Certificate Program

This program can lead to a professional floral design career. After all courses have been completed, you will have an opportunity to intern with local florists. The internship is 100 hours. If you are not interested in the certificate program, you must still take Floral Design I as a prerequisite to the other courses. Certificate courses include:

Floral Design I	Funeral Design	Wedding Design
Floral Design II	Holiday Design	

### Internship Program

The college has partnered with local florists in the tri-county area to provide additional hours of training in a floral design setting. After all courses have been completed, you will have an opportunity to intern with local florists. The internship is 100 hours. Please contact Michele Shinn at 843.574.6655 or [michele.shinn@tridenttech.edu](mailto:michele.shinn@tridenttech.edu) to request an application for the internship program after you have completed the courses.

### General Information

**Course Materials:** Course materials/flowers cost approximately \$25-30 per class session. Students can purchase scissors, wire cutters and a floral design knife from instructors at the first class. These tools cost \$12.50 each.

**Textbooks:** Two textbooks are required for the certificate and can be purchased during the first night of class: *Flower Arranging* (for Design I, Wedding, Funeral) – \$29.95 and *Design School* (for Design II) – \$14.99.

**Locations:** Please note course location indicated in the course description.

### Floral Design I

This course is suitable for those who wish to enter the floral industry or simply nurture their creative side. It includes the fundamentals of flower arranging, an introduction to materials and equipment, the care and identification of fresh flowers and their appropriate uses, principles of design and color, and fresh arrangements. Fee does not include materials or flowers.

Location: Tiger Lily, downtown Charleston

XPOH 502-501	1/11-3/7*	W	6:30-9:30 p.m.	\$169	O
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\* No class 2/15

### Floral Design II

Get extensive hands-on experience designing a large variety of arrangements. Course includes current styles of design such as high style, line, form and pavé. Permanents and accessories are also introduced. Fee does not include materials or flowers needed for the course. **Prerequisite:** Floral Design I. Location: OK Florist and Gifts, Summerville

XPOH 575-503	3/21-5/9	W	6:30-9:30 p.m.	\$169	O
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### Funeral Design

This is a specialty course for those interested in further refining their skills with funeral floristry work. Topics include creating casket, easel and basket arrangements and the history, current trends and terminology of sympathy arrangements. **Prerequisite:** Floral Design I. Location: Tiger Lily, downtown Charleston

XPOH 576-503	3/14-4/4	W	6:30-9:30 p.m.	\$99	O
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### Wedding Design

Learn how to create cascade and hand-tied bouquets, corsages and boutonnieres. Decorations for the church or ceremony site and reception centerpieces are also covered. **Prerequisite:** Floral Design I. Location: Tiger Lily, downtown Charleston

XPOH 577-501	1/10-3/6*	T	6:30-9:30 p.m.	\$169	O
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\* No class 2/14



## Human Resources

Contact: Debby Marindin, 843.574.6658, debby.marindin@tridenttech.edu

TTC offers programs for HR professionals, supervisors and managers. Courses may be used for credit towards recertification for either Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR). For more information on HR certification, visit [www.hrci.org](http://www.hrci.org).

### TTC Recognized for PHR Pass Rate

Trident Technical College was recently recognized by the Society for Human Resource Management for achieving a 100 percent pass rate on the Professional in Human Resources (PHR) exam.

### The SHRM Learning System Course

Prepare for HR certification and advance your human resource career. We offer this program in partnership with the Society for Human Resource Management (SHRM). The curriculum, designed by subject matter experts, covers the Human Resource Certification Institute (HRCI) body of knowledge and includes application exercises that develop specific competencies and decision-making skills.

XPPP 713-501 1/23-4/23\* M 6-9 p.m. \$979 M

\*No class 4/2 and 4/9; make-up class is 4/30.



### Save the Date!

Attend our Human Resources Conference March 29. Visit [www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm) for more information.



See Online Courses on page 20 for HRCI/PHR Certification Program.

## Insurance

Contact: Michele Shinn, 843.574.6655, michele.shinn@tridenttech.edu

For general information about licensing requirements and testing, visit the South Carolina Department of Insurance website at [www.doi.sc.gov](http://www.doi.sc.gov).

### INSTRUCTOR-LED COURSES

#### Life, Accident and Health

This 40-hour course covers the basics of insurance; general insurance laws, rules and regulations; types of companies and policies; and policy provisions, options and riders. This course is presented by the Brewer Insurance Information Service of Columbia. Call 803.772.0684 to register and for more information. **Books included**

ZPOI 503-501	1/9-12	MTWTh	8 a.m.-6 p.m.	\$310	M
ZPOI 503-502	1/30-2/2	MTWTh	8 a.m.-6 p.m.	\$310	M
ZPOI 503-503	2/27-3/1	MTWTh	8 a.m.-6 p.m.	\$310	M
ZPOI 503-504	3/26-29	MTWTh	8 a.m.-6 p.m.	\$310	M

## Property and Casualty

This 40-hour course covers related state laws. It is presented by the Brewer Insurance Information Service of Columbia. Call 803.772.0684 to register and for more information.

ZPOI 501-501	1/9-12	MTWTh	8 a.m.-6 p.m.	\$310	M
ZPOI 501-502	2/6-9	MTWTh	8 a.m.-6 p.m.	\$310	M
ZPOI 501-503	3/5-8	MTWTh	8 a.m.-6 p.m.	\$310	M
ZPOI 501-504	4/9-12	MTWTh	8 a.m.-6 p.m.	\$310	M

### ONLINE COURSES

#### Pre-Licensing Exam FX Online Courses

ExamFX online training combines rich multimedia instruction, interactive exercises, always-on reference tools, and powerful self-assessment features with concise and easy-to-understand text-based material. The S.C. Department of Insurance has approved ExamFX as a pre-licensing correspondence course. By completing this course as directed, you will satisfy your full pre-licensing requirement. Visit [www.ableincorporated.com/clp/R0002F1-FFCB5.aspx](http://www.ableincorporated.com/clp/R0002F1-FFCB5.aspx) for more information.

#### Online 40-Hour Pre-Licensing Life, Accident and Health Options:

1. ExamFX Standard for Life and Health (\$179) – The ExamFX for Life and Health complete online study package
2. ExamFX Premium for Life and Health (\$225) – The ExamFX for Life and Health complete online study package plus our PASS Study Guide shipped right to your door via UPS Ground
3. ExamFX Ultimate for Life and Health (\$235) – The ExamFX for Life and Health complete online study package plus our PASS Study Guide and ListenUp! Audio CD shipped right to your door via UPS Ground

#### Online 40-Hour Pre-Licensing Property and Casualty Options:

1. ExamFX Standard for Property and Casualty (\$179) – The ExamFX for Property and Casualty complete online study package
2. ExamFX Premium for Property and Casualty (\$225) – The ExamFX for Property and Casualty complete online study package plus our PASS Study Guide shipped right to your door via UPS Ground
3. ExamFX Ultimate for Property and Casualty (\$235) – The ExamFX for Property and Casualty complete online study package plus our PASS Study Guide and ListenUp! Audio CD shipped right to your door via UPS Ground

#### Securities Online Courses

1. ExamFX Standard for Series 6 and 63 (\$229) – The ExamFX for Series 6 and 63 complete online study package
2. ExamFX Premium for Series 6 and 63 (\$279) – The ExamFX for Series 6 and 63 complete online study package plus our PASS Study Guide shipped right to your door via UPS Ground
3. ExamFX Standard for Series 65 (\$199) – The ExamFX for Series 65 complete online study package
4. ExamFX Premium for Series 65 (\$229) – The ExamFX for Series 65 complete online study package plus our PASS Study Guide shipped right to your door via UPS Ground

### Invest in Yourself

Continuing education courses can help you meet your goals. Stay up-to-date in your field or learn something just for the fun of it.

## Interior Design Certificate I

To earn the certificate, you must satisfactorily complete the courses listed below. Please note the order and prerequisites listed. It will take approximately 18 months to complete the certificate. Because of the outside projects that must be completed, we do not recommend taking Interior Design II and Materials Presentation at the same time.

- | Interior Design I
- | Interior Design II
- | Drafting I: Prerequisite is Interior Design I
- | Materials Presentation: Prerequisite is Interior Design I
- | Window Treatments: Prerequisite is Interior Design I
- | Interior Design III: All courses listed above must be taken before you enroll in this course.

## Interior Design Certificate II

You must satisfactorily complete the following courses to earn this certificate. Before embarking on this certificate, you must have completed Interior Design Certificate I. You may take the courses in any order.

- | AutoCAD for the Designer
- | Drafting II
- | Getting into the Business
- | Kitchen Planning I
- | Textiles
- | Working with Color
- | Internship Program: Prerequisite is AutoCAD for the Designer



### Meet your instructors

Karie Calhoun has more than 15 years of residential and commercial design experience. She currently operates her own design business, Karie Calhoun Interiors. Karie has won several American Society of Interior Designers (ASID) awards and has had her work published in several books and magazines.



April Lipps has worked in interior design for 25 years, 17 of which she has owned and managed AKL Professional Interiors. She has also developed and taught the Interior Design continuing education program at Trident Technical College for more than 20 years.

## AutoCAD for the Designer

This basic course helps students learn to draft floor plans on the computer. Learn how to draw walls, windows and doors in plan view and basic AutoCAD commands. Students will be required to draft a room by themselves at the end of the course. *Prerequisites: Drafting I and Interior Design I.*

XPOD 586-503 3/5-4/11\* MW 6:30-9:30 p.m. \$229 M

\*No class 4/2 and 4/4

## Drafting I

Topics include reading blueprints, using an architect's scale, and drafting floor plans and elevations by hand. Learn to lay out room and furniture plans. The course fee includes all drafting supplies needed, including a portable drafting board. Registration deadline is Jan. 19.

XPOD 567-501 1/30-2/29\* MW 6:30-9:30 p.m. \$299 M

\*No class 2/22

## Drafting II

This course teaches space-planning furniture into a given floor plan, layout of electrical plans, reflected ceiling plans and one-point perspective. Each student is given a project to complete that incorporates a floor plan, electrical plan, reflected ceiling plan and perspective of the room.

*Prerequisite: Drafting I.*

XPOD 563-504 4/16-5/9 MW 6:30-9:30 p.m. \$199 M

## Interior Design I

Learn the basic rules for color, wallpapering, furniture arranging, accessorizing and lighting. Also learn what to look for when selecting quality flooring, wood furniture, upholstery and fabrics. **Books not included**

XPOD 501-501 1/17-2/9 TTh 6:30-9:30 p.m. \$179 M

## Interior Design II

Evaluate every aspect of the room from the architecture to the color schemes and psychology, furniture and accessories. Take what you learn and design the perfect room as a class project. Other topics include furniture styles and drawing simple elevations. *Prerequisite: Interior Design I. Books not included*

XPOD 502-502 2/23-4/12 Th 6:30-9:30 p.m. \$179 M

## Interior Design III

This course helps you design an entire house. Learn to read blueprints, work with particular furniture styles, mix patterns and select proper paint colors. Learn to prepare for an interview for a position in interior design.

*Prerequisites: Interior Design I and II, Window Treatments and Materials Presentation. Books not included*

XPOD 528-506 6/4-8/22\* M 6-8 p.m. \$199 M

*Note: Class meets 8/21 and 8/22, which is a Tuesday and Wednesday.*

## Materials Presentation

Develop a clear understanding of how materials should be displayed using the appropriate proportions, titles, keys and legends. Use hands-on techniques in building a material board for professional interior design presentations and learn to organize specification notebooks. *Note: This course is a prerequisite for Interior Design III.*

XPOD 511-509 1/9-25 MW 6:30-9:30 p.m. \$139 M

## Proper Lighting **NEW!**

Lighting is what sets the stage and creates the drama in a room. If lighting is done incorrectly it creates glare and irritation. With the changing light bulb regulations, learn what is the proper lamp or fixture for specific areas of your home. **Books not included**

XPOC 573-503 3/6-27 T 6:30-8:30 p.m. \$99 M

## Remodeling Ideas to Maximize Your Space **NEW!**

Are you wondering what you could do to improve your living space? Could you move some walls to make one area larger and more efficient? Would an addition best suit your needs? Learn the remodeling trends for today's homes as well as review floor plans showing what works and what does not.

XPOD 572-502 2/21 T 6:30-9:30 p.m. \$49 M

**Staging *NEW!***

Learn how to set up a space that will function and look aesthetically pleasing. Gather tips on de-cluttering, re-positioning furnishings, lighting changes, adding or replacing some furnishings, and more. You'll also have an opportunity to participate in an actual staging of a room.

XPOD 571-501 1/28 S 9 a.m.-noon \$49 M

**Upholstery: Turning Trash into Treasure *NEW!***

Learn to up-cycle drab furniture into fabulous showpieces in this new course conducted by Pamela Bowen. Learn how to upholster a wing-back chair with hands-on practice, step-by-step, learning the same techniques and tricks the pros use. Each student will be provided a chair to practice on in class. This exciting new course combines the instruction and hands-on training you need to be able to transform your own furniture into the fashionable pieces seen in decorating magazines. Students must bring the following items to class: heavy duty stapler, 1/2" staples, needle-nose pliers, scissors, hammer, flat-head screw driver, and fabric tape measure.

XPOD 590-501 1/19-2/23 Th 6-9 p.m. \$399 M

XPOD 590-503 3/22-4/26 Th 6-9 p.m. \$399 M

**Window Treatments**

Learn basic window types and how to measure and price window treatments. See different types of hardware and trim options available and photos of creative window treatments. **Books included**

XPOD 529-504 4/24-5/17 TTh 6:30-8:30 p.m. \$129 M

**Languages**

Contact: Debby Marindin, 843.574.6658, debby.marindin@tridenttech.edu

## Workplace **CUSTOMIZED** SPANISH® TRAINING

In many occupations and professions, it's an absolute necessity to be able to communicate with Spanish-speakers who do not speak English. We can provide onsite, customized courses, based on your organization's specific needs. Call 843.574.6658 for information.

**SPANISH****Conversational Spanish I**

Whether just for fun or to communicate better at work, this course teaches you the basics of everyday conversational Spanish for business and travel. You need little or no Spanish background. This course focuses on spoken Spanish; the written language is used for reinforcement. **Books included**

XPAL 501-502 2/6-3/12\* MW 6:30-8:30 p.m. \$149 M

\*No class on 2/20, make-up date is 2/16.

**Conversational Spanish II**

This course reinforces the skills learned in Conversational Spanish I, with emphasis placed on expanding vocabulary and grammar usage to include phrases related to the work environment. **Books included**

XPAL 521-503 3/19-4/23\* MW 6:30-8:30 p.m. \$149 M

\*No class on 4/9, make-up date is 4/23.

**ONLINE LANGUAGE COURSES**

See page 20 for online courses in French, Spanish and Italian.

**Personal Finance**

Contact: Debby Marindin, 843.574.6658, debby.marindin@tridenttech.edu

**Investing A to Z**

This course is designed for someone already familiar with investing who would like to learn more about debt and equity investing, risks, government securities, bonds, stocks, mutual funds, market movements, fixed versus variable investments, and annuities.

XPES 549-502 2/7-9 TTh 6-9 p.m. \$79 M

**Retirement Planning Today**

Build wealth, align your money with your values, and achieve your retirement lifestyle goals by blending financial education with life planning. Discover five strategies to manage investment risks, 11 ways to save money on this year's taxes, important questions to ask before buying insurance coverage, and more. Couples may attend for a single registration fee.

Presented by Jim Grogan and Steve Conte, Lowcountry Retirement Services.

**Books included**

XPES 587-501 1/3, 2/7 T 6:30-9:15 p.m. \$69 M

XPES 587-502 2/2-16 Th 6:30-8:30 p.m. \$69 M

**Personal Fitness**

Contact: Steve Price, 843.574.6683, steve.price@tridenttech.edu

**PERSONAL TRAINER****Personal Trainer Certification**

Become a certified personal trainer. This program is offered in conjunction with World Instructor Training Schools (W.I.T.S.), which offers one of the top four certifications for personal fitness training. This course does not guarantee a certification but rather prepares you to take the certification examination. Fifteen hours of hands-on practical training at nearby Palmetto Fitness Center prepares you to work with clients one-on-one. Fifteen hours of classroom instruction includes anatomy, exercise physiology, nutrition and health screening. **Books not included**

XPPO 552-501 2/25-3/31 S 9 a.m.-4 p.m. \$549\* M/O

XPPO 552-502 4/14-5/19 S 9 a.m.-4 p.m. \$549\* M/O

\*Note: Additional fees include:

1. Textbook, *Fitness Professional's Handbook* – 5th Edition by Howley and Franks, \$81.97 (call 1.888.330.9487 or visit [www.wiseducation.com](http://www.wiseducation.com) to order). If ordering the textbook from sources other than the website listed above, call 843.574.6683 to receive reading assignments in advance of the first session.
2. Lab fee of \$25 payable to Palmetto Fitness Center

**Advertising/Marketing Success for Personal Trainers**

Learn the foundational concepts of advertising and how to apply them to your fitness business. Topics include advertising basics, salesmanship, mail order and print advertising, creating headlines, developing an effective marketing strategy, and making yourself and your business stand out above the rest. Hands-on exercises help you apply the lessons learned to your own business and assist you in attracting clients and generating income. Approved for 6 CECs/ 0.6 CEUs.

XPPO 633-501 4/21 S 9 a.m.-4 p.m. \$99 M

**Nutritional Concepts for Fitness Professionals**

Educate yourself or your clients about the relationship between caloric intake, caloric burn, weight loss, weight gain and body fat percentages through nutritional awareness. Discuss the pros and cons of popular diets, the health effects of some common drugs and nutritional supplements. Approved for 6 CECs/ 0.6 CEUs.

XPPO 562-501 2/11 S 9 a.m.-4 p.m. \$99 M



## Running Well

Use the physiology of running to assess and achieve optimal running form. Topics include appropriate running shoes and apparel, running program design, running technique analysis and injury prevention. This is a workshop, and all attendees are expected to participate in the running portions of the course. Dress accordingly. Approved for 6 CECs/0.6 CEUs.

XPPO 635-501 2/18 S 9 a.m.-4 p.m. \$99 M

## Professional Skills and Business Certifications

Contact: Debby Marindin, 843.574.6658, debby.marindin@tridenttech.edu

Trident Technical College offers a wide variety of professional development classes to increase skills in the workplace. Customer service, communications, leadership, financial affairs, small business and entrepreneurship are just some of the offerings listed in every schedule of classes. We offer a new selection of courses to meet the needs of area businesses and organizations on your site or ours.

### An Introduction to Social Media **NEW!**

Are you friending on Facebook, tweeting on Twitter and connecting on LinkedIn? This workshop provides introductory information about the many social media tools and programs available today. Learn how social media can be utilized to foster collaboration, develop and expand personal and professional networks, and build relationships.

XPPP 784-501 1/18 W 6:30-8:30 p.m. \$59 M  
XPPP 784-502 3/2 F 6:30-8:30 p.m. \$59 M

### Emotional Intelligence **NEW!**

Evidence shows that emotional intelligence (EQ) matters just as much as intellectual ability, if not more so, when it comes to happiness and success in life. While emotional intelligence can be developed throughout life, you can boost your own EQ by learning key elements that will help you to build strong relationships, succeed at work and achieve your goals.

XPPP 779-501 2/27-29 MW 6:30-9:30 p.m. \$129 M

### Grow Your Business Using Social Media Marketing

Do you want to successfully grow your business using social media marketing? This course is an overview to the many social media tools available and essential to marketing your business in today's competitive and rapidly changing environment. Learn about blogging, podcasting and social network sites such as Facebook, YouTube, Twitter and LinkedIn and how they can be used to market and increase sales.

XPOU 778-501 2/15 W 6:30-9:30 p.m. \$79 M  
XPOU 778-502 4/18 Th 6:30-9:30 p.m. \$79 M

### Job Search Skills **NEW!**

Searching for a job can be intimidating. How do you know what job you're best suited for? How do you build a winning resumé and cover letter? Where can you find job leads? How do you network without feeling nervous? What happens when you land an interview? This workshop answers all these questions, plus provides a plan to get you to a new job within a month.

XPPP 776-501 1/26 Th 9 a.m.-5 p.m. \$129 M

### Managing Across Generations

The workplace can present challenges in terms of handling the different generations present. As older workers delay retiring and younger workers are entering the workforce, the work environment has become a patchwork of varying perspectives and experiences. Learning how to deal with the generation gaps at work will help you become a better manager or co-worker. Discover more about the various generations, what motivates them and the best way to deal with them.

XPPP 781-501 3/26-28 MW 6:30-9:30 p.m. \$129 M

### Managing Remote Employees **NEW!**

Are some or all of the people you manage in a different location than you are? Managing employees that work from home or from other offices can be a difficult thing to do. In this course, learn how to manage remote employees to the best of your ability, so that they can perform to the best of theirs.

XPPP 772-501 2/22 W 6:30-9:30 p.m. \$79 M

### Onboarding New Hires **NEW!**

Congratulations, you have a new employee. Now what? Employee onboarding is an important and vital part of any company's hiring procedure. Hiring, training and bringing new employees onboard are major investments. Onboarding often seems like a daunting task – this course will show you how easy it can be!

XPOU 782-501 2/13-15 MW 6:30-9:30 p.m. \$129 M

### Small Business Taxes **NEW!**

Learn tax strategies that can save you money. This course is ideal for small-business owners (sole proprietors and single member LLCs). It covers documentation requirements for business expenses, travel, home office, and vehicle use as well as entertainment.

XPPP 770-501 2/14-16 TTh 6-9 p.m. \$99 M

### The Art of the Proposal **NEW!**

Learn the foundations and fundamentals of creating effective proposals, identifying your ideal funder and budgeting basics.

XPPP 771-501 2/8 W 6:30-9:30 p.m. \$79 M

## AMA AMERICAN MANAGEMENT ASSOCIATION

Did you know that you can earn a Certificate in Management from the American Management Association (AMA) by completing six 15-hour courses within two years? Check out the AMA courses below. Take six and you will receive a joint Certificate in Management from Trident Technical College and AMA. Course topics will vary by term.

### Delegating for Business Success **NEW!**

Empower staff and the organization with savvy delegation skills for 21st century success. This updated take on the fundamental skills of delegation will unlock resources of time and opportunity for managers, team leaders and peers working in traditional, cross-functional or virtual situations.

XPPP 774-501 3/13-15 TTh 9 a.m.-5 p.m. \$199 M

### Delivering Knock-Your-Socks-Off Service **NEW!**

Create a service advantage with the help of customer service guru Ron Zemke. Based on his acclaimed Knock Your Socks Off series, this course reveals the secrets of customer care, including how to see things from the customer's perspective, become a fixer and problem solver, cope with customers from hell, and know when to bend the rules.

XPPP 777-501 4/17-19 TTh 9 a.m.-5 p.m. \$199 M

### How to Develop the Strategic Plan **NEW!**

Go beyond the traditional concepts of planning and gain the know-how needed to prepare plans that combine strategy with competitive intelligence. Techniques include how to identify key issues, develop strategies, implement the plan and win commitment across the organization. This course has everything necessary to develop a top-notch strategic plan.

XPPP 775-501 3/20-22 TTh 9 a.m.-5 p.m. \$199 M

### How to Manage Conflict in the Organization **NEW!**

This course provides the tools to get to the root causes of any interpersonal conflict. It features strategies for dealing with conflict resolution in electronic communication and best practices for implementing alternative dispute resolution techniques. Managers will learn to apply five surefire conflict-resolution approaches and gain the insight needed to make them work.

XPPP 773-501 2/14-16 TTh 9 a.m.-5 p.m. \$199 M

## How to Write a Business Plan

This course not only puts all the facts and planning formats you need right at your fingertips, but also gives you the latest thinking on effective business planning. It shows you how to organize and implement the planning process from beginning to end and translate your plan into action. Crucial information on diagnosing and measuring customer satisfaction is included.

XPPP 783-501 1/24-25 TW 9 a.m.-5 p.m. \$199 M

## Successful Project Management

This practical, concise course covers the fundamentals of project management, focusing on practical skills you can apply immediately to complete projects on time, on budget and on target! Learn how to use proven strategies in large or small projects to clarify the objectives, avoid serious errors of omission and eliminate costly mistakes. Gain the skills to set measurable project objectives and create a practical plan to achieve them as well as manage the time, cost and scope of the project.

XPPP 785-501 1/19-20 TF 9 a.m.-5 p.m. \$249 M

XPPP 785-502 4/24-25 TW 9 a.m.-5 p.m. \$249 M

## Taking Control with Time Management **NEW!**

One of today's biggest challenges is to balance the demands of work and personal life. This up-to-the-minute revision of the classic course provides proven time management strategies to increase productivity and reduce on-the-job stress. Employees will be better able to conquer time wasters, including the pitfalls of email, cell phones and the Internet; set SMART goals and prioritize; implement a time management plan; and delegate appropriately and effectively.

XPOU 780-501 3/7-8 WTh 9 a.m.-5 p.m. \$199 M



## 18th Annual Administrative Professionals Conference

April 25, 2012 • 8:30 a.m.-3:30 p.m.

Complex for Economic Development

Bldg. 920, Main Campus

Mark your calendars for this celebratory conference in honor of administrative professionals. The day will be packed with dynamic speakers along with informative and interactive workshops. Refreshments and lunch will be served.

## CERTIFICATE PROGRAM FOR MANAGERS

Each of the five courses is an integral part of the Certificate Program for Managers. This program is designed to improve your interpersonal and supervisory skills in an environment that encourages learning and participation. Courses are listed in recommended order.

### Becoming a Leader

This unit is an introduction to the other core courses and should be completed first. Topics include top issues for new supervisors, supervisory functions and characteristics of effective supervisors. **Books included**

XPPP 504-501 2/8 W 9 a.m.-5 p.m. \$149 M

### Improving Personal Organization

Learn skills to improve personal organization. At the conclusion of this course, you will be able to identify internal and external factors that reduce personal organization; write and prioritize goals; analyze work to identify value-added work; improve organization and job performance; and enhance time management. **Books included**

XPPP 651-501 2/22 W 9 a.m.-5 p.m. \$149 M

### Fostering Open, Honest and Effective Communication

Topics include verbal and nonverbal communication, personal communication styles, effective listening, presenting messages, and barriers to communication. The practical techniques covered help you become a better communicator. **Books included**

XPPP 505-501 3/7 W 9 a.m.-5 p.m. \$149 M

## Coaching to Improve Performance

Feedback is how managers create excellence on a daily basis. Coaching is the single most important method that supervisors, managers and leaders can use to increase the ability and productivity of their staff. Learn how to become a better coach. **Books included**

XPPP 650-501 3/21 W 9 a.m.-5 p.m. \$149 M

## Understanding Human Behavior

This session provides you with the skills to work through conflicts, negative thinking and other blocks to individual performance. Learn how to effectively use teams and create a motivational environment. **Books included**

XPPP 506-501 4/4 W 9 a.m.-5 p.m. \$149 M

## Real Estate and Property Management

Contact: Debby Marindin, 843.574.6658, debby.marindin@tridenttech.edu

### PROPERTY MANAGEMENT

#### Property Management

This course fulfills the S.C. Real Estate Commission's requirements for the property management license exam. Property management fundamentals and applicable state laws are covered. You must possess a high school diploma or equivalent. *Note: The S.C. Labor and Licensing Board requires students by law to complete the entire course. Students are not allowed to enroll after the course begins.* **Books not included** (available at TTC Bookstore)

XPOR 547-501 1/17-2/9 TTh 6-10 p.m. \$199 M

XPOR 547-505 2/4-3/3 S 8 a.m.-2 p.m. \$199 M

XPOR 547-502 2/14-3/8 TTh 6-10 p.m. \$199 M

XPOR 547-503 3/13-4/5 TTh 6-10 p.m. \$199 M

XPOR 547-504 4/10-5/3 TTh 6-10 p.m. \$199 M

### REAL ESTATE

TTC is an authorized provider for the pre-license course not only in real estate but also in property management. For state requirements, visit [www.llronline.com](http://www.llronline.com).

#### Real Estate I

This 60-hour course meets new requirements, and successful completion enables you to sit for the state examination. *Note: A basic four-function calculator is required for this course.* **Books not included** (available at TTC Bookstore)

XPOR 503-501 1/17-3/8\* MWTh 6:30-9:30 p.m. \$349 M

XPOR 503-502 3/12-23 MTWThF 9 a.m.-5 p.m. \$349 M

XPOR 503-503 4/2-6/16 MWTh 6:30-9:30 p.m. \$349 M

\*No class 2/20, make-up class is 3/8.



## Teacher Recertification

Contact: Steve Price, 843.574.6683, [steve.price@tridenttech.edu](mailto:steve.price@tridenttech.edu)

### Teacher Renewal Plan

This plan is for teachers currently employed by a South Carolina public school district who are eligible to take continuing education courses for part of their recertification requirements. A portion of an eligible teacher's education hour requirements may be taken via continuing education courses. For more information, visit our website or call the State Teacher Recertification Hotline at 877.885.5280 weekdays after 1 p.m.

### Teacher Graduate Credits

Teachers are now eligible for graduate credits for selected online courses, even if they are not currently employed by a public school district. Education to Go has partnered with Madonna University, fully accredited by both the North Central Association of Colleges and Schools and the National Council for Accreditation of Teacher Education. For more information on these online courses, visit [www.ed2go.com/trident](http://www.ed2go.com/trident).

## Test Preparation

Contact: Michele Shinn, 843.574.6655, [michele.shinn@tridenttech.edu](mailto:michele.shinn@tridenttech.edu)

Please note: Online preparation courses are offered for SAT/ACT, GRE, GMAT and LSAT. For online course information, visit [www.ed2go.com/trident](http://www.ed2go.com/trident).

### GED Preparation

By emphasizing the fundamentals of English and math, this course prepares you for the S.C. High School Equivalency examination. You must be 17 years of age or older to take this course. The GED Preparation Program, in partnership with the local adult education programs and TTC, offers GED preparation courses at the following satellite locations:

Berkeley County	843.899.8635
Charleston County	843.937.6325 or 6407
Dorchester County	843.873.7372

### Refresher Course before Placement

Before you take the TTC Placement Test, you may want to refresh your skills and learn more about the test. This course provides an orientation to the college's placement test and a review of English, reading, arithmetic and pre-algebra. For more information about COMPASS Placement Test preparation, visit the website. Course is held in The Learning Center (Bldg. 920,

Rm. 504). **Books included**  
XPAT 503-502      2/18      S      8:30 a.m.-4 p.m.      \$45      M

## Travel and Tourism

Contact: Michele Shinn, 843.574.6655, [michele.shinn@tridenttech.edu](mailto:michele.shinn@tridenttech.edu)

### Online Courses

For online travel and industry-related courses, such as travel writing, travel agent and travel photography, visit [www.gatlineducation.com/trident](http://www.gatlineducation.com/trident) and [www.ed2go.com/trident](http://www.ed2go.com/trident).

### Charleston History and Inspiration

See page 20 for more information.

## Wedding Planning

Contact: Michele Shinn, 843.574.6655, [michele.shinn@tridenttech.edu](mailto:michele.shinn@tridenttech.edu)

### How to Plan a Wedding

This eight-session course is designed for brides, their moms, grooms or friends helping them plan, or for those considering wedding planning as a career. It covers details that go into a smooth and memorable wedding. Topics include the wedding style and look, working with or without a wedding planner, budgets, average costs, timeline, types of wedding venues, wedding vendors, contracts, and ways to save money. The first four weeks are informational; the second four weeks you will actually plan a wedding.

Instructor: Dianne J. Shaver, M.A.  
XPOH 605-502      2/1-3/21      W      6-8:30 p.m.      \$129      P



# CERTIFICATIONS

Trident Technical College's Division of Continuing Education and Economic Development offers more than 80 classroom and online programs that lead to national certifications. These programs are eligible for MyCAA benefits for military spouses, which pay for course and credentialing fees. They offer skill sets that are portable and in demand across the country.

A+ Certification  
Certified Production Technician  
Emergency Medical Technician  
Human Resources Management  
Limited Radiographer  
Management  
Medical Assistant  
Medical Coding Specialist

Medical Office Assistant  
Microsoft Certified Application Specialist  
Network+ Certification  
Nurse Aide  
Personal Trainer  
Phlebotomy Technician  
Retail Management

**Don't put off your career plans another day!**



# Continuing Education Courses at Sites

Trident Technical College offers continuing education courses at its convenient sites across the Lowcountry.

## Dorchester County QuickJobs Training Center

The Dorchester County QuickJobs Training Center is located at 5164 E. Jim Bilton Blvd. in St. George. Call 843.563.5269 for more information.

### Emergency Medical Technician (Basic)

This course is required for individuals who wish to become an emergency medical technician in South Carolina. All coursework is approved by the Emergency Medical Services Division of the South Carolina Department of Health and Environmental Control. See page 11 for more information. **Books not included**

XPHE 501-504	3/5-8/29	MW	6-10 p.m.	\$1,100	D
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### Excel Basics

This course is for those who have little or no experience using Microsoft Excel. It introduces the essential tools necessary to create basic business worksheets that use simple calculations and print on a single piece of paper. Topics include mechanics, essential commands and features, basic data entry, formatting basic spreadsheets, range names, split windows, and freeze panes.

<b>Books included</b>					
XDCA 772-501	3/10	S	9 a.m.-noon	\$74	D

### Excel Formatting

Construct a basic spreadsheet and learn how to create numeric, label and date formats; insert and delete rows and columns; change column or row width; sort larger workbooks; and filter. Other topics include copying and pasting tips and tricks using the clipboard and printing features. You also learn how to insert charts and pivot tables to create a graphical representation of your data. *Prerequisite: Excel Basics.* **Books included**

XDCA 773-501	3/24	S	9 a.m.-noon	\$74	D
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### Excel Simple Formulas

Learn to create basic formulas and use more advanced functions such as date, mathematical, financial, logical, IF, and data list and unusual uses for formulas and functions. Observe demonstrations of look-up functions. Emphasis is placed on designing formulas to be linked and copied, and linking cells to other workbook pages and files. *Prerequisites: Excel Basics and Formatting.* **Books included**

XDCA 774-501	4/14	S	9 a.m.-noon	\$74	D
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### Introduction to Computers

Harness the power of your personal computer. Basic computer concepts are covered: using the keyboard; hardware, software and operating system concepts; how a computer works; storing files; and using the mouse. **No book required**

XDCA 775-501	1/28	S	9 a.m.-4:30 p.m.	\$129	D
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### Professional Small-Engine Mechanic Certification

This 180-hour program meets the needs of small-engine repair shops and facilities. Topics include tool usage, troubleshooting, disassembling the small engine, identifying all parts of the engine and making appropriate repairs. Diagnosing and troubleshooting within established specifications for both the four-stroke and two-cycle engine are also covered. Call 843.563.5269 for more information.

## Word Basics

This course is for those who have little or no experience using Microsoft Word. It introduces the essential tools necessary to create basic business documents. Topics include screen parts; tabs and ribbons, shortcuts and automatic features of Word; essential commands and features; basic data entry; saving files; cut, copy and paste; spell check; printing; and working with multiple documents. **Books included**

XDCA 776-501	2/11	S	9 a.m.-noon	\$74	D
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## Word Formatting

Take Microsoft Word a step further than just the basics. Learn formatting techniques, margins, page breaks, headers and footers, character formatting with font properties, paragraph formatting, bullets and numbering, and simple tables. *Prerequisite: Word Basics.* **Books included**

XDCA 777-501	2/25	S	9 a.m.-noon	\$74	D
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## St. Paul's Parish Site

The St. Paul's Parish site is located at 5231 Hwy. 165 in Hollywood. Call 843.323.3800 for more information.

### Basic Electricity – DC/AC Circuits/Devices

This 48-hour course covers direct current (DC) and alternating current (AC) device circuits and materials. Topics include voltage and current flow in simple series, parallel and compound circuits. **Books not included**

XSPG 513-504	1/14-2/18	S	9 a.m.-3:30 p.m.	\$395	S
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### Basic Shielded Metal Arc Welding (STICK)

This course introduces the basic principles and practices of shielded metal arc welding in the flat and horizontal positions. Safety, use and care of equipment are emphasized. Provide your own personal protective equipment. A personal protective equipment list is available in the Registration office.

XSPG 506-503	1/14-2/25	S	9 a.m.-1 p.m.	\$350	
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### Basic Theory of Horse and Rider

Whether an experienced equestrian or a newcomer to the horse world, you will benefit from this course, which covers training programs for both riders and their mounts. Topics include horse psychology and physiology, rider muscular/skeletal systems, horse and rider interactions, training systems, equipment and rider position. Course is led by trainer/instructor with 20 years of experience.

XPVH 502-503	3/24	S	9 a.m.-1 p.m.	\$125	S
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### Digital Photography

So you've got your digital camera (or you've had it for awhile). You've been taking pictures but are still baffled by all of those buttons! Learn the basics, plus file structure, resolution, printing, sharing and more. Please bring your camera, instruction book, transfer cables and up to 10 photos for sharing. **No book required**

XDCA 608-501	2/28-3/6	TTh	6-8 p.m.	\$139	S
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### Horse, Barn and Farm Management

This two-day course covers the latest information to help you keep your horse healthy and happy. Topics include equine nutritional requirements, horse first aid, hoof health, parasite control and communicable diseases. Barn and pasture issues are also covered, including design and maintenance, horse-safe fencing and manure control. The instructor was a full-time equestrian for 15 years, managing barns, farms and riding and training programs.

XPVH 501-504	3/10-17	S	9 a.m.-4 p.m.	\$225	S
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## Introduction to Plumbing

Skilled plumbers are in high demand and earn the highest average salaries in the construction field. This course is an introduction to basic fundamentals of plumbing and pipe-fitting practices and how basic plumbing systems function. Learn to identify types of pipes and their fittings; use plumbing tools and equipment; plan and execute plumbing installation; and much more. For more information, contact Rose Manigault at 843.323.3800 or [rose.manigault@tridenttech.edu](mailto:rose.manigault@tridenttech.edu).

## Small-Appliance Repair

This general training program prepares you to perform the necessary skills required for appliance repair shops as well as self-employment. For more information, contact Rose Manigault at 843.323.3800 or [rose.manigault@tridenttech.edu](mailto:rose.manigault@tridenttech.edu).

## Summerville Site at Trolley Road

The Summerville Site at Trolley Road is located at 449 Old Trolley Road in Summerville. Call 843.574.2585 for more information.

## Basic HVAC Maintenance

This 40-hour course covers the performance of scheduled preventive maintenance on residential air conditioning and electric heating equipment, which includes cleaning, servicing and operational checkout. Learn the basic functions, refrigeration cycle, and operation and testing of electrical controls.

**Books not included**  
XGSB 602-502    1/18-2/20    MW    6-10 p.m.    \$400    SU

## Certified Logistics Associate (CLA) Course (Foundational Level)

This course provides the foundational knowledge needed to understand the world of supply chain logistics and related core competencies. Topics include safety, quality control, communications, teamwork, good workplace conduct and familiarity with computer systems that underpin supply chain operations. Forklift certificate and OSHA 10-hour certificates are included.

**Books not included**  
XSPG 501-505    1/16-31    MTWThF    8 a.m.-5 p.m.    \$999    SU

## Certified Production Technician (CPT)

The MSSC System awards certificates to individuals who pass any of its four Production modules: Safety; Quality Practices and Measurement; Manufacturing Processes and Production; and Maintenance Awareness and a full Certified Production Technician (CPT) Certification to those who pass all four.

**Books not included**  
XSPG 505-502    2/6-3/7    MTWThF    8 a.m.-5 p.m.    \$2,500    SU

## Forklift Training: Powered Industrial Trucks

Learn the correct care and use of forklift trucks. Included in the program is the OSHA Powered Industrial Truck Standard, 29CFR1910.178, which includes forklift design limitations, uses in material handling, pre-operation check, operator skills, and accident prevention. Upon successful completion of the course, you receive a three-year certification in forklift driving/operation skills. All materials are included in the course fee.

XIET 671-505    1/19-21    ThFS    8 a.m.-4 p.m.    \$259    SU  
XIET 671-506    2/2-4    ThFS    8 a.m.-4 p.m.    \$259    SU  
XIET 671-507    4/12-14    ThFS    8 a.m.-4 p.m.    \$259    SU



# We Get You!

**Life is hectic, and you have personal and professional goals to meet.**

**We make it easy with a variety of continuing education courses offered at convenient times, in person and online.**

**Need to enhance your skills or train for a new career?**

**Want to pursue a personal interest or plan for your retirement? We have you covered.**



**Continuing Education and Economic Development**

**843.574.6022 • [www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm)**



In today's complex global business environment, your key to higher productivity is strategic employee engagement. Employees who don't feel connected and committed to your organization can lead to lost revenue and low productivity.

Creating a motivating work environment cultivates a productive workforce that will prove to be a company advantage, helping people succeed.

*Training helps engage employees. Benefits include:*

- |  |                                       |
|--|---------------------------------------|
| Positive impact on your employees and your company | Aiding in the recruiting process      |
| Increased employee productivity                    | Rewarding long-time employees         |
| Reduced turnover                                   | Reduced need for employee supervision |
| Improved job satisfaction                          |                                       |

## Computer and Information Technology

For more information, contact Cindy McGuckin at 843.574.6707 or [cynthia.mcguckin@tridenttech.edu](mailto:cynthia.mcguckin@tridenttech.edu).

Trident Technical College's Division of Continuing Education and Economic Development offers a wide variety of instructor-led, technical and online computer courses designed to fit your needs. All courses are hands-on so that students can practice what is being taught. Courses are offered days, nights and weekends to accommodate most any schedule. Courses are also offered at our St. Paul's Parish site in Hollywood and the Dorchester County QuickJobs Training Center in St. George.

Need a customized course designed specifically for your organization? Let TTC help identify your needs and create a plan for training that accomplishes your goals. Courses can be held at your office or at one of TTC's computer labs and at a time that is convenient for you. Prices are affordable so call us to schedule your free consultation.

## Construction and Trades/ Green Business and Sustainability

For more information, contact Tim Fulford at 843.574.6177 or [tim.fulford@tridenttech.edu](mailto:tim.fulford@tridenttech.edu).

The Certified Apartment Technician and Building Operator Certificate programs prepare employees for certification.

## Certified Apartment Technician Program

Obtain the knowledge and skills to become a certified Apartment Technician. This 60-hour program prepares you for certification in the maintenance and repair of apartments and condominiums.

*Topics include:*

- |                                   |  |
|-----------------------------------|--|
| Inside the apartment business     | HVAC maintenance and repair                  |
| People, projects and profits      | Appliance maintenance and repair             |
| Electrical maintenance and repair | Interior and exterior maintenance and repair |
| Plumbing maintenance and repair   | EPA HVAC refrigerant certification exam prep |

*Program begins Spring 2012. Cost is \$1,250.*

## Building Operator Certification Program

Learn how to reduce energy consumption in commercial buildings. Focus is on science concepts, heating and cooling systems, energy calculations, payback and auditing. Upon completion of the 70-hour program, students will have the knowledge to operate buildings more efficiently and the ability to show the cost savings associated with reduced energy demand.

*Topics include:*

- |                                 |                               |
|---------------------------------|-------------------------------|
| Building systems                | Maintenance and related codes |
| Energy conservation techniques  | Indoor air quality            |
| HVAC systems and controls       | Electrical systems            |
| Efficient lighting fundamentals |                               |

*Program begins Spring 2012. Cost is \$1,150.*

## Health Care

For more information, contact Yvonne Noisette at 843.574.6083 or [yvonne.noisette@tridenttech.edu](mailto:yvonne.noisette@tridenttech.edu).

We're dedicated to providing high-quality distance, classroom and workplace-based education, training and services for people and organizations. Health care programs, which can be customized, meet the most current employment competencies.

- |  |                                  |
|--|----------------------------------|
| CPR  | IV Insertion                     |
| Coding for Health Care Professionals/Coding Review | Limited Radiographer (X-Ray)     |
| Dental Office Professional                         | Medical Administrative Assistant |
| Dialysis Technician                                | Medical Assistant                |
| Emergency Medical Technician                       | Medical Coding                   |



# T R A I N I N G

- |                          |                      |
|--------------------------|----------------------|
| Medical Transcriptionist | Paramedical Examiner |
| Medication Technician    | Patient Care         |
| Nurse Aide               | Phlebotomy           |

## Manufacturing and Industry

**Industrial Maintenance** – Contact Tom Bowman, 843.574.6333, [tom.bowman@tridenttech.edu](mailto:tom.bowman@tridenttech.edu).

- |                   |                           |
|-------------------|---------------------------|
| Blueprint reading | Lubrication               |
| Pumps             | Pipefitting               |
| Gears             | Hydraulics and pneumatics |
| Bearings          | Laser alignment           |

**Machining** – Contact Tom Iafrate, 843.574.6758, [tom.iafrate@tridenttech.edu](mailto:tom.iafrate@tridenttech.edu), or Tom Bowman, 843.574.6333, [tom.bowman@tridenttech.edu](mailto:tom.bowman@tridenttech.edu).

- |   |  |
|---|--|
| Blueprint reading                         | Introduction to operation of machine centers |
| Basic measuring techniques                | Machine shop feeds, speeds and depth of cut  |
| Geometric dimensioning and tolerancing    | CNC set-up                                   |
| Basic lathe and milling machine operation | Manual CNC programming                       |
| Metal properties                          |  |

**Manufacturing** – Contact Jerry Davis, 843.574.6423, [jerry.davis@tridenttech.edu](mailto:jerry.davis@tridenttech.edu), or Lloyd Kling, 843.574.6491, [lloyd.kling@tridenttech.edu](mailto:lloyd.kling@tridenttech.edu).

- |  |                                 |
|--|---------------------------------|
| Knowledge testing                                | Forklift training certification |
| Skills assessment                                | Welding                         |
| Certified Production Technician (MSSC certified) | Lean manufacturing              |
| Electrical assembly                              | Supply chain management         |
| Programmable logic controllers                   | Leadership skills               |
|  | Registered apprenticeships      |

**Quality** – Contact Tom Iafrate, 843.574.6758, [tom.iafrate@tridenttech.edu](mailto:tom.iafrate@tridenttech.edu).

- |                                |   |
|--------------------------------|---|
| ASQ Certified Quality Engineer | Root cause and corrective/preventative action |
| ASQ Certified Quality Auditor  | ISO training                                  |

## Personal and Professional Development

Today's organizations face many challenges in the 21st century: a struggling economy, natural disasters, global unrest and political conflict. All leaders will need a new skill set in order to enhance performance and productivity.

Trident Technical College's Division of Continuing Education and Economic Development helps companies assess their training needs, develop content, select quality instructors and materials, find the correct location that is conducive to learning, and conduct a debriefing session at the conclusion of the training.

*Customized training includes subject areas such as:*

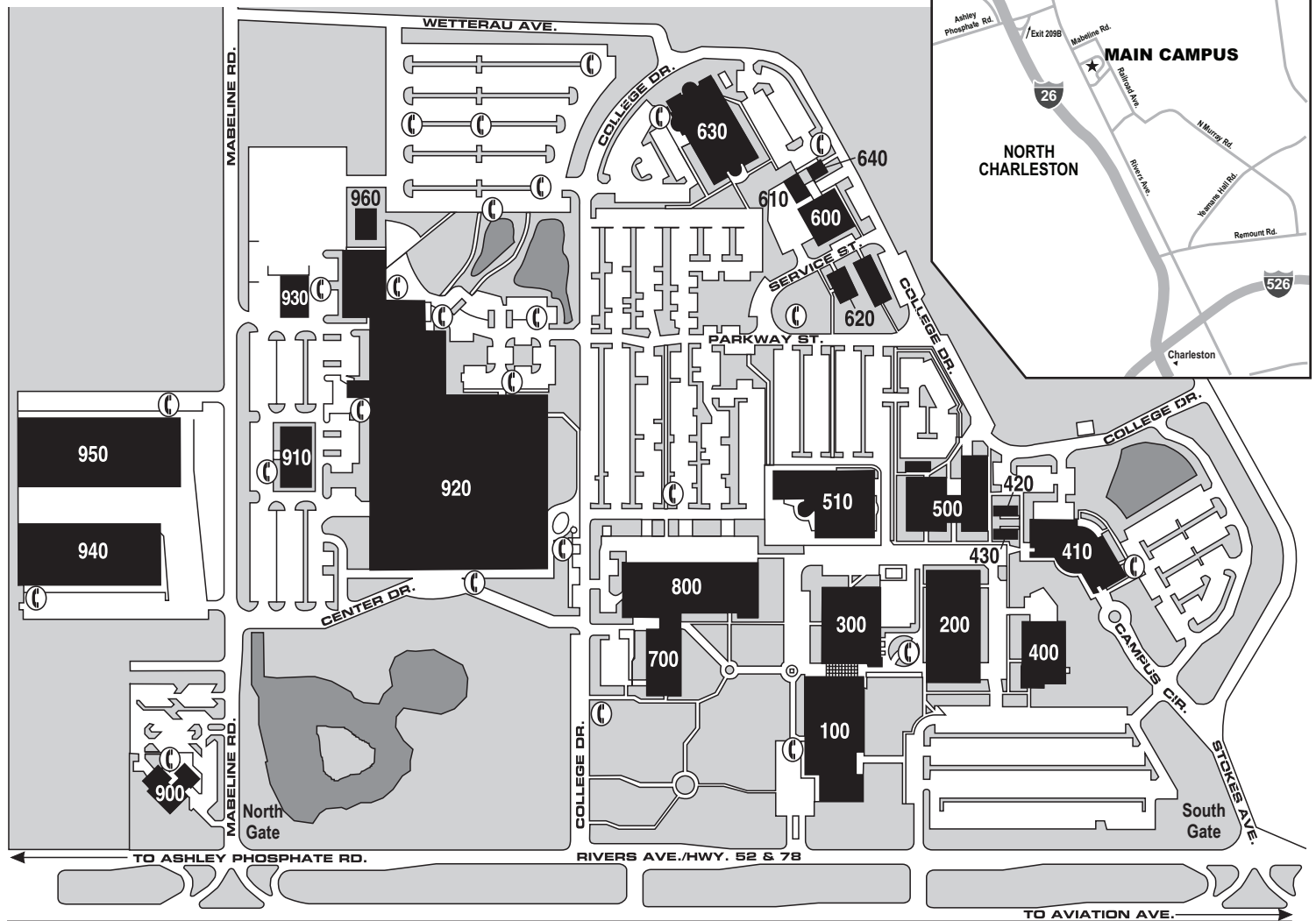
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|------------------------|--------------------------|
| Management/supervision | Conflict management      |
| Communication          | Writing                  |
| Customer service       | Performance appraisals   |
| Leadership             | Total quality management |
| Human resources        | Mentoring and coaching   |
| Languages              | Culinary team building   |

*Trident Technical College and CRPS partnered to deliver world class training to our employees. By studying our training needs and working with our leadership team, TTC was able to assess our needs, customize training for our location as well as ensuring production would be minimally impacted. Each curriculum is specifically designed for our needs to be cost effective and their training staff has been exceptional.*

**Gloria Alexander,**  
Human Resources Manager  
Caterpillar Remanufacturing  
and Powertrain Services

## People are Talking

## Main Campus



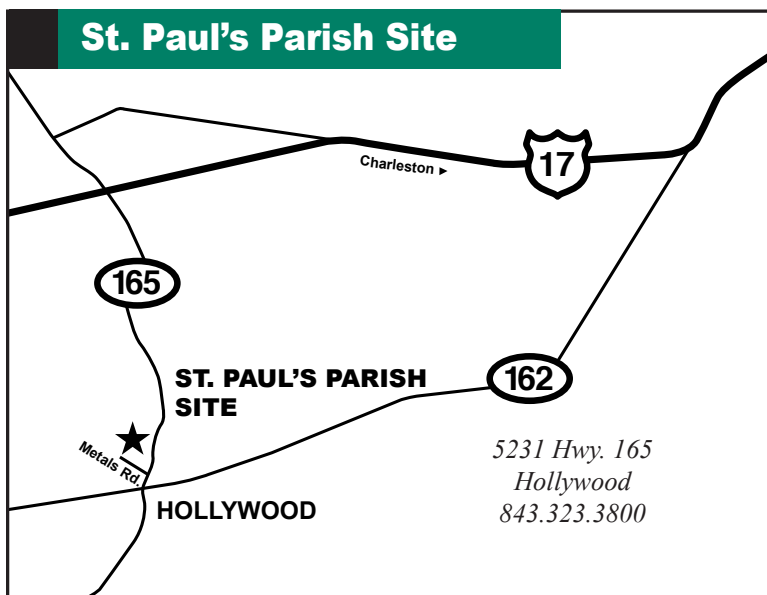
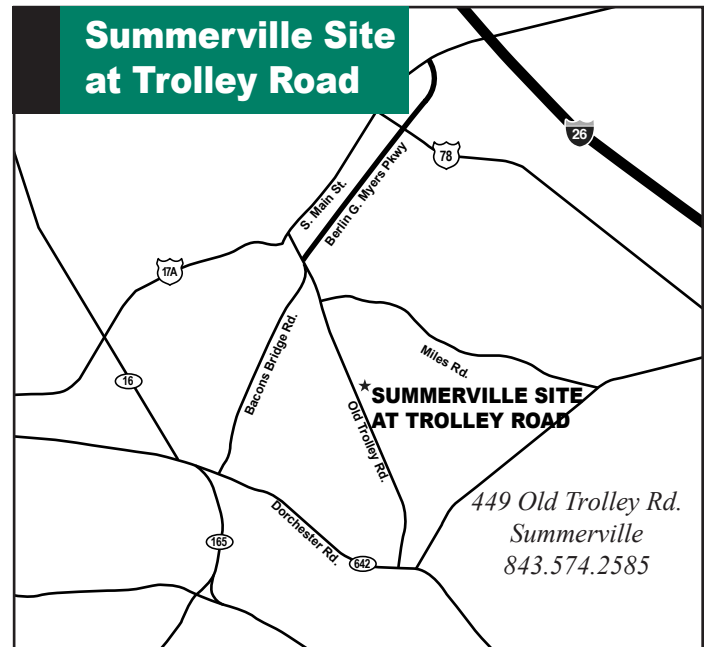
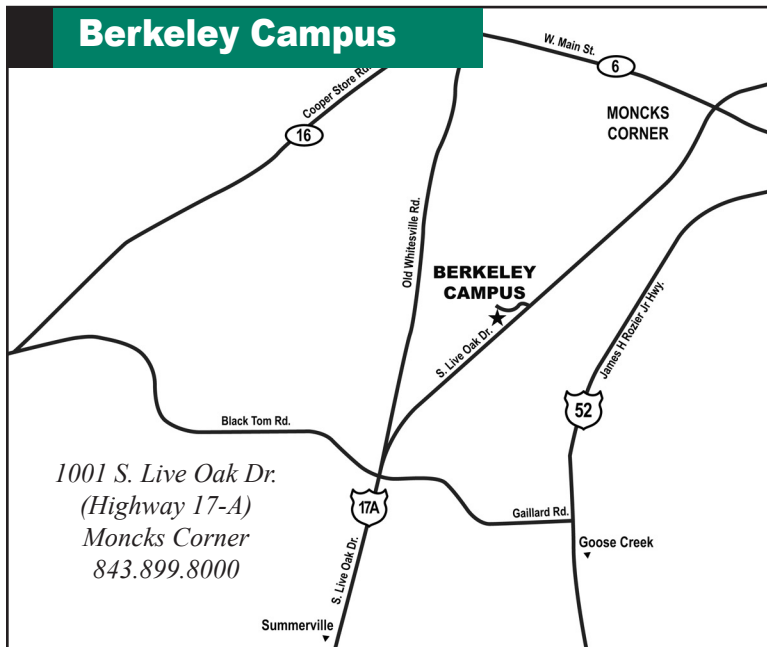
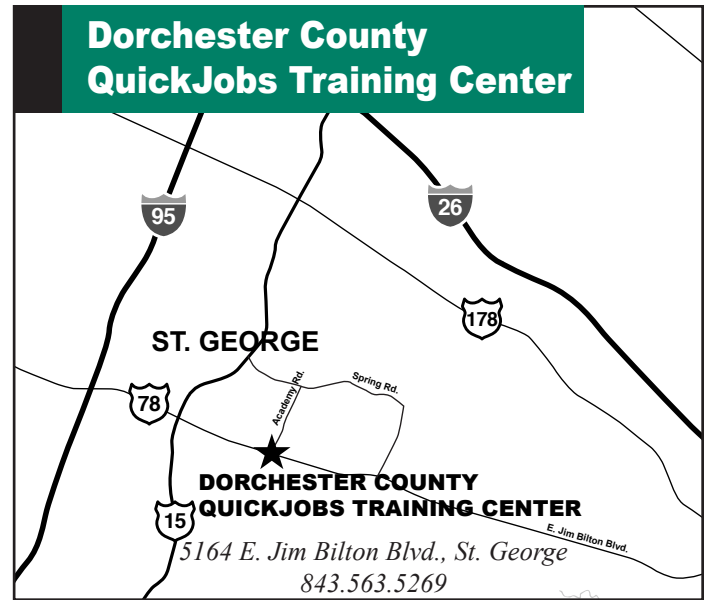
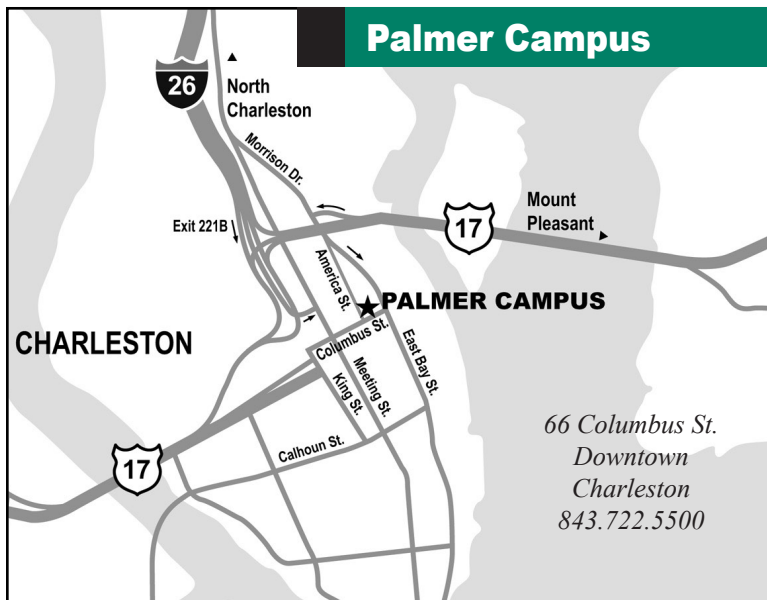
### Main Campus

Emergency Phone

7000 Rivers Ave. • North Charleston • 843.574.6111

Students may park in any lot except those designated as faculty/staff parking. Parking is prohibited at entrances and along perimeter roads and thoroughfares.

Bldg. #	Bldg. Name	
100	General Education Building	Public Safety/Humanities and Social Sciences
200	Business Technology Building	Business Technology/Community, Family and Child Studies/Law-Related Studies/Administrative Office Technology/Classrooms
300	Math and Science Building	Center for Information Technology Training/Science and Mathematics
400	Robotics Welding Building	Industrial Technology
410	Student Center	Admissions/Registrar's Office/Financial Aid/Lounge/Counseling/Student Activities/Testing/Food Court/Business Office
420	Orientation Center	
430	Student Support Services Building	
500	Communications Technology Building	Film, Media and Visual Arts/Printing Services/Broadcasting
510	Learning Resources Center	Library/English
600	Facilities Management/Deliveries Building	Maintenance
620	Horticulture Building	
630	Health Sciences Building	Allied Health/Nursing
640	Annex Building	General Classrooms
700/	Industrial and Engineering Technology Building	Engineering
800	Technology/ Industrial Technology/Machine Tool Technology Lab/ Process Control/Flexible Manufacturing Lab/VETS Center	
900	Administration Building	President's Office/Human Resources/Employee Relations/Advancement/Marketing Services
910	Complex for Economic Development/Continuing Education Center	Continuing Education Registration/Classrooms
920	Complex for Economic Development	College Center/Culinary Institute of Charleston/Information Technology Center/The Learning Center/Industrial Maintenance Technology Center/Computer Labs
930	Basic Construction Trades	
940	North Rivers Commerce Center	Procurement/Information Center/Recruiting/Career and Employment Services
950	Bookstore	Industrial Maintenance Lab/Classrooms/Boeing Charleston Training Center
960	Basic Construction Trades Training Lab	



### Smoke-Free Buildings Policy

All buildings at TTC are smoke-free. Smoking is prohibited at building entrances. Designated smoking areas are provided outdoors under gazebos and where ash urns exist. Smokers must properly dispose of cigarette/cigar remains in ash urns.

### Firearms Policy

The carrying of firearms onto the premises or property owned, operated or controlled by TTC is prohibited, except as prescribed by S.C. Code of Law §16-23-420.



## **Non-credit Courses for Adults | New Careers Personal Enrichment | Workforce Development**

[www.tridenttech.edu/ce.htm](http://www.tridenttech.edu/ce.htm) | 843.574.6022

# **Get Results with Corporate Training**

The Division of Continuing Education and Economic Development is your proven training resource. Our instructors are hand chosen from the college's faculty and industry's shining stars. Their expertise translates to a strategic advantage for you.

The region's leading organizations, including Alcoa, Boeing, Bosch, First Federal, Force Protection, KapStone, Santee Cooper and S.C. State Ports Authority, trust us to train their employees. Add your name to this impressive list and get results.

See page 32 for more information.